Single Sign On Brown Bag Session 2

EDA/WAWF PMO

January28, 2014

Awareness Training Series Agenda

Series Agenda – Awareness Training Sessions on SSO

SESSION 1 – SSO NAVIGATION

(SSO OVERVIEW, LOGON, LOGOUT, SESSION TIME-OUT, KNOWN ISSUES, TIPS, PASSWORD RESET, SELF REGISTRATION, ADMINISTRATIVE ACCOUNT REQUESTS, SPECIAL ROLE REQUEST, AAI NOTIFICATION, CDR NOTIFICATIONS, CONTRACT LOAD NOTIFICATIONS)

SESSION 2 - USER ADMINISTRATION FOR EXECUTIVE AND EDA POC

(PROCESS REGISTRATION, USER ADMINISTRATION, EDA POC ASSIGNMENT, CDR POC ASSIGNMENT, PASSWORD RESET, CERTIFICATE RESET, ARCHIVE/DELETE USER) SAMPLE EMAILS, CDR POC OFFICE SETUP & ASSIGNMENT, CSA MAINTENANCE

SESSION 3 – CONTENTS TBD

EDA Administration

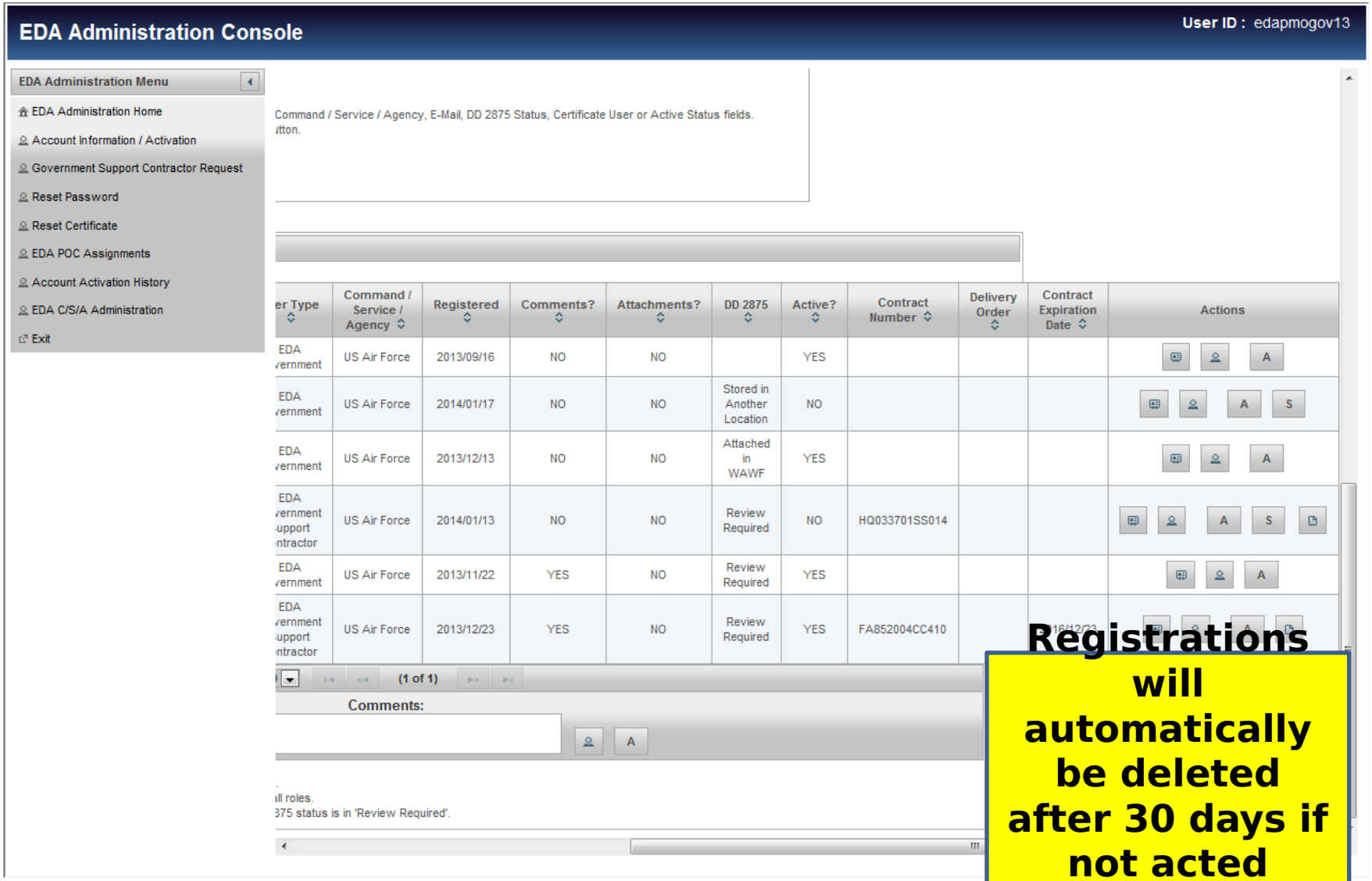
EDA Administration Console

- EDA Administration Menu
  - Account Information/Activation
    - Query User
    - User Profile
    - Change Status
      - Inactivate User
      - Activate user
      - Archive User

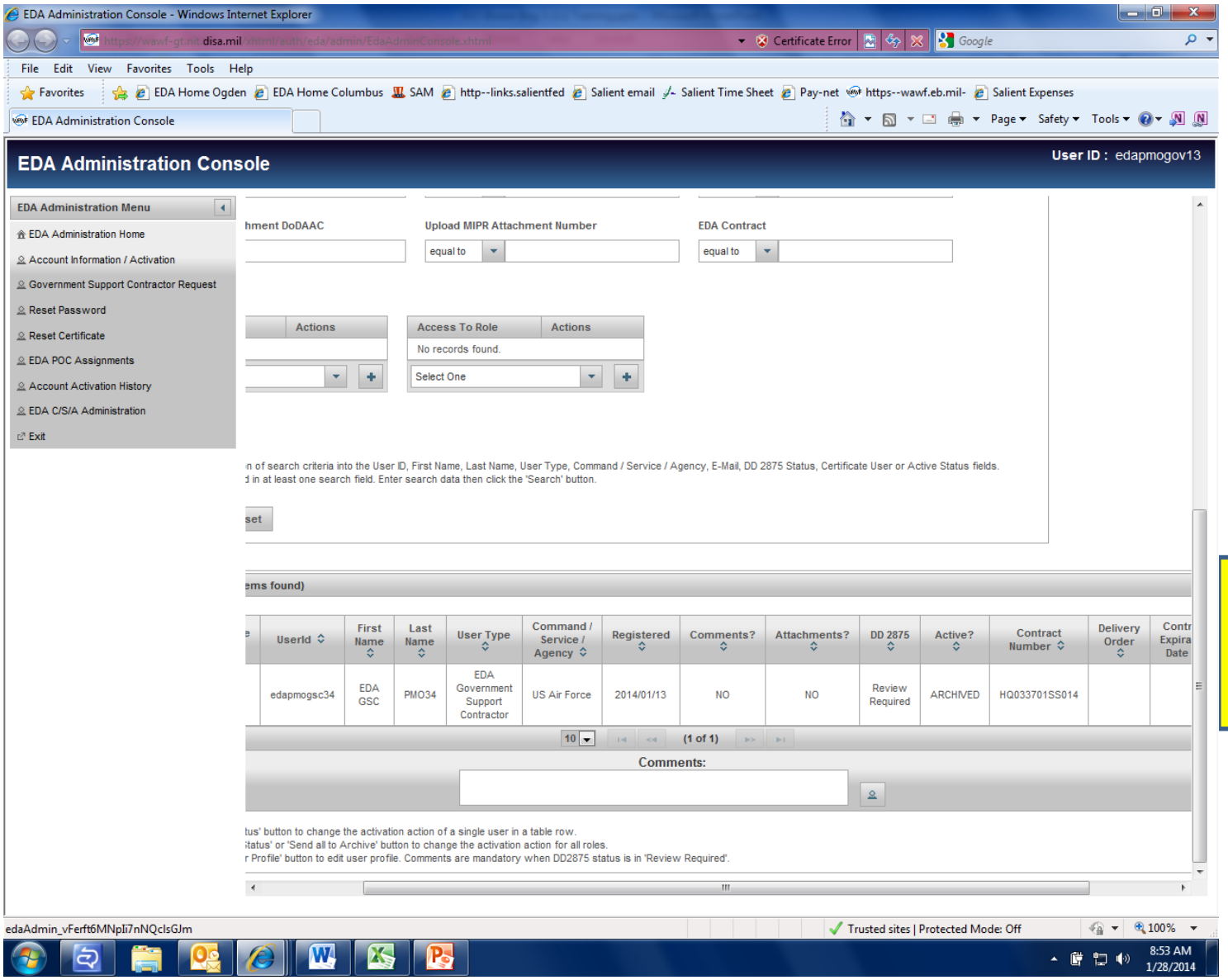
EDA Administration Cont'd

- Process Registrations
  - Suspend Registration
  - Activate Registration
  - Delete Registration
- Government Support Contractor Requests
  - Adding DoDAACS/Contract Numbers to GSC accounts.
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History

Delete Registration

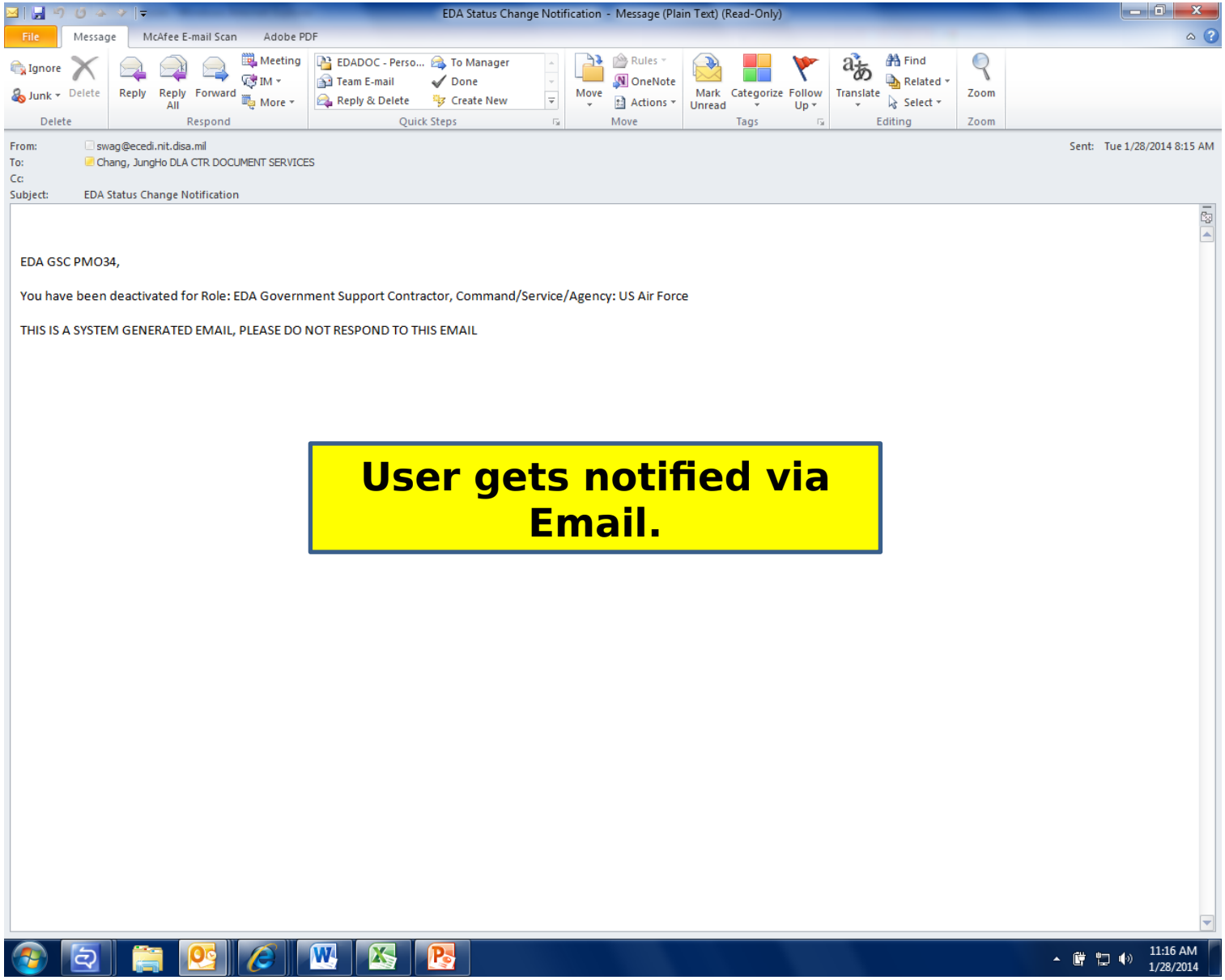


Archive Registration



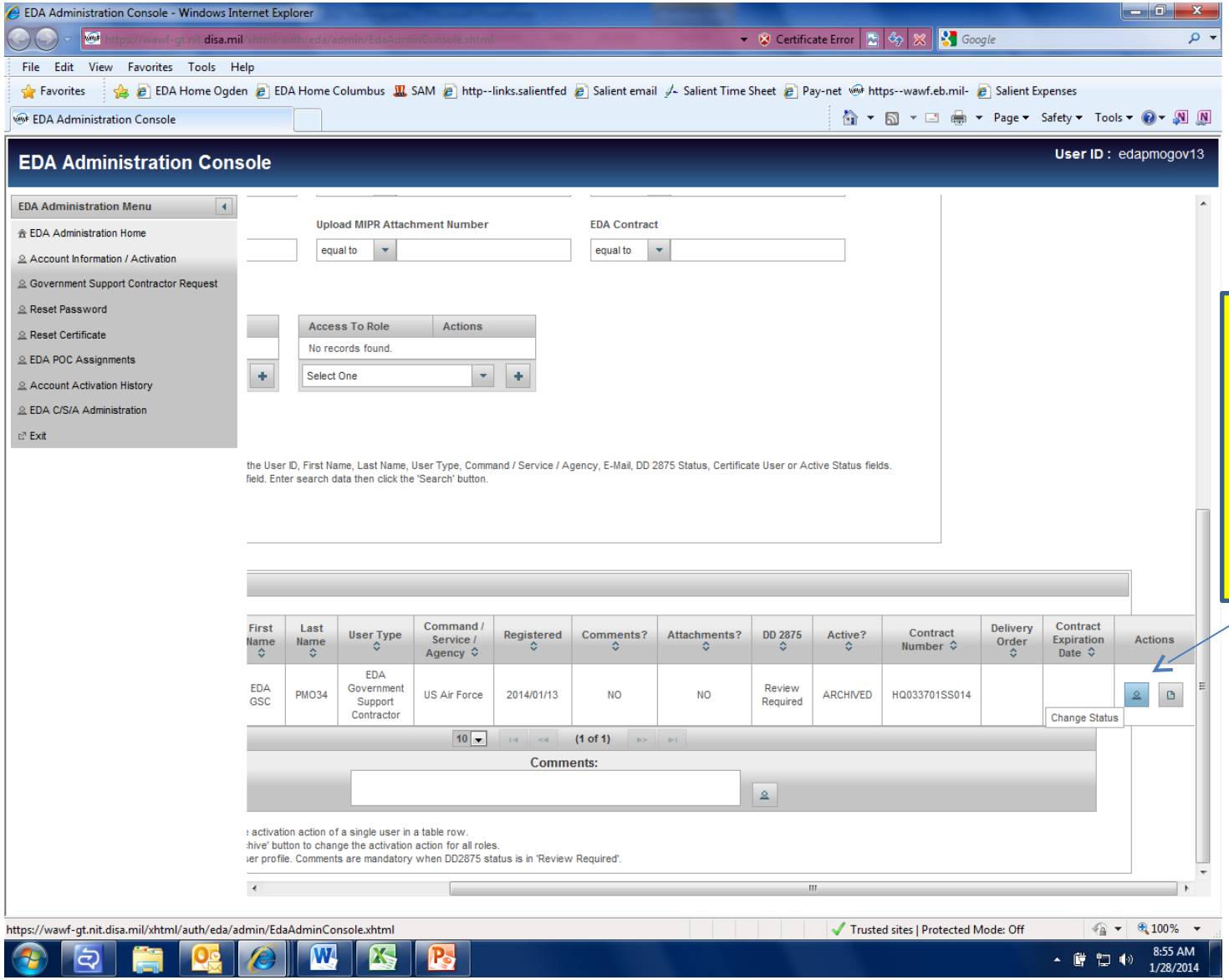
Registrations can be Archived

Archive Registration Cont'd



User gets notified via Email.

Archive Registration Cont'd



Will be treated like a pending registration. Click "Change Status" Icon to Activate

Activating a Government Support Contractor (GSC)

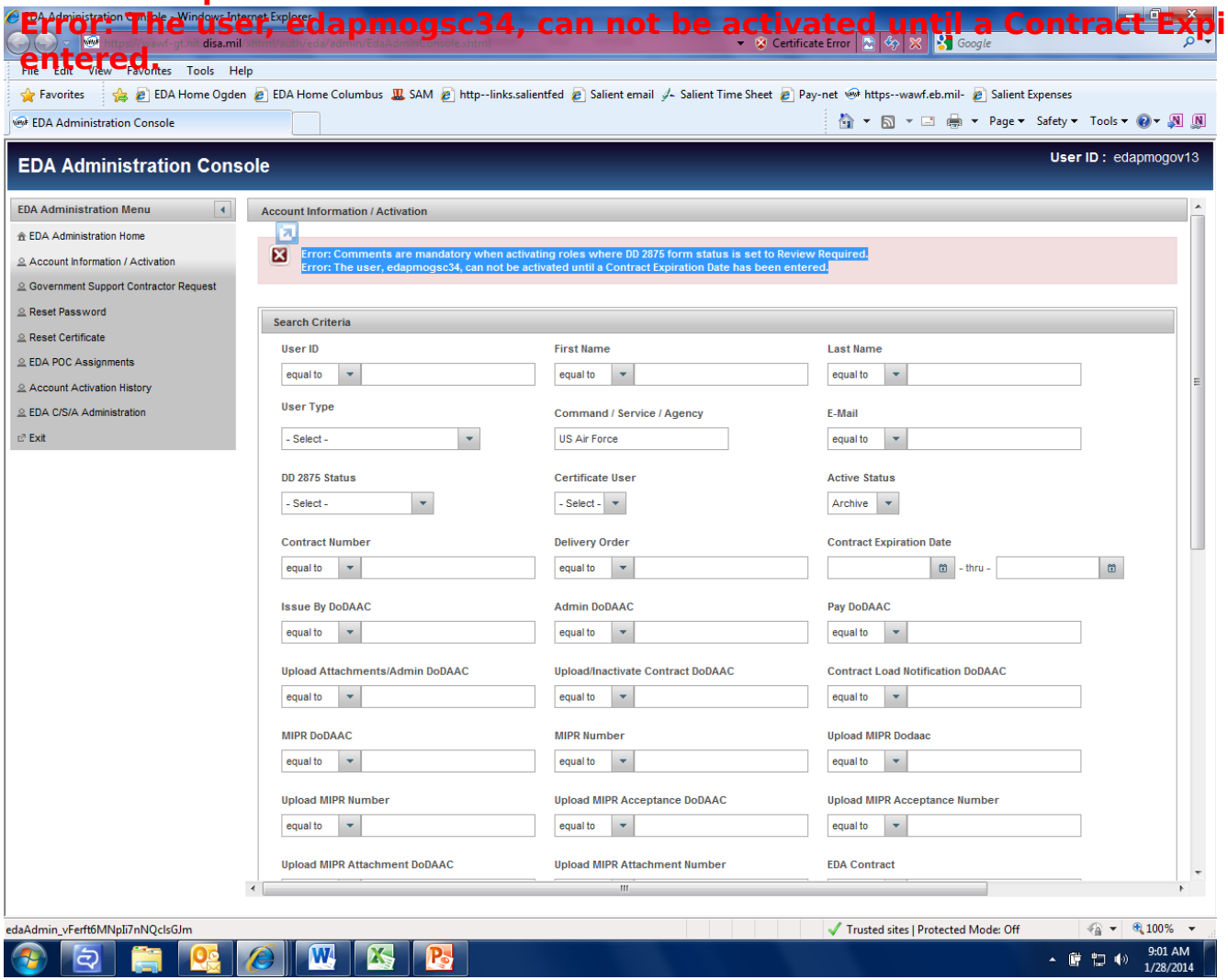
How to activate an EDA Government Support Contractor (GSC). A user's EDA POC or an EDA Executive must first add the GSC's Contract Expiration Date:

1. From the EDA Administration Menu select Account Information/Activation
2. Input GSC search criteria
3. Select Search
4. From the Actions column select Edit Contract icon
5. Enter the New Contract Expiration Date
6. From the Action Column select Approve from the drop down menu
7. Click Submit
8. Once the Contract Expiration Date is entered then either an EDA Admin, EDA POC, or an EDA Executive can activate the GSC

Activating GSC Registration

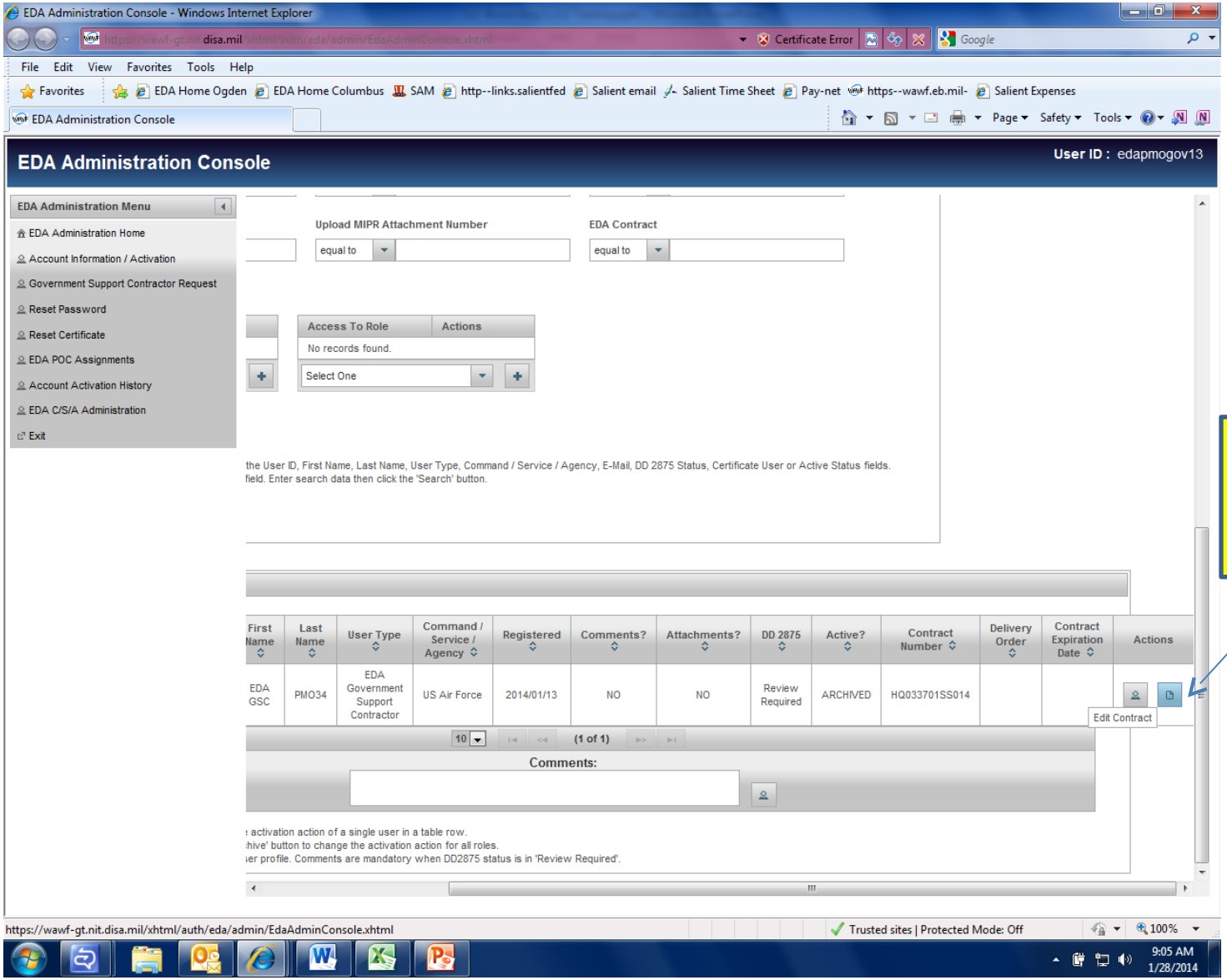
Error: Comments are mandatory when activating roles where DD 2875 form status is set to Review Required.

Error: The user, edapmogsc34, can not be activated until a Contract Expiration Date has been entered.



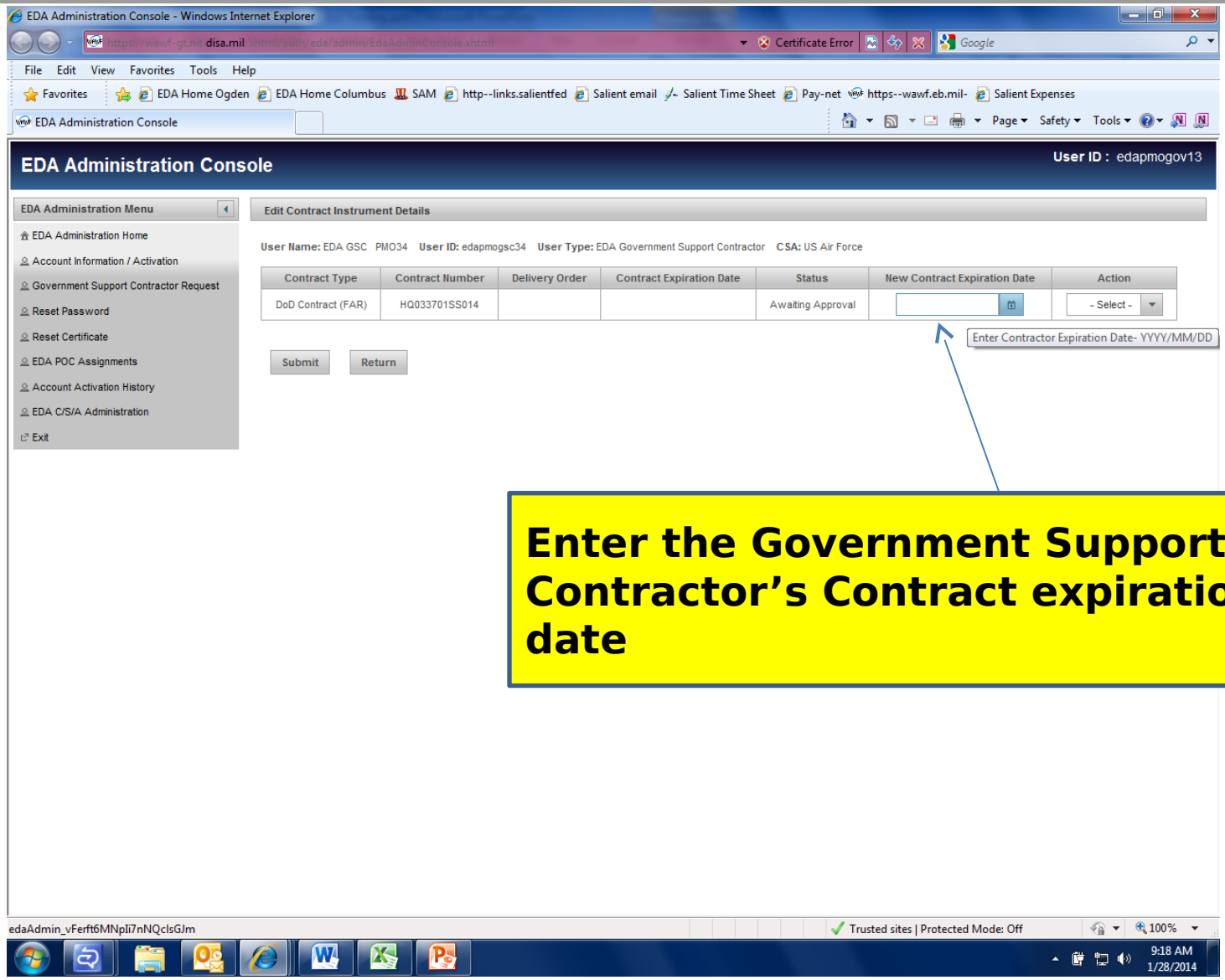
Received error as you have to enter a Contract Expiration Date and account for the DD2875 before you can activate

Activating GSC registration Cont'd



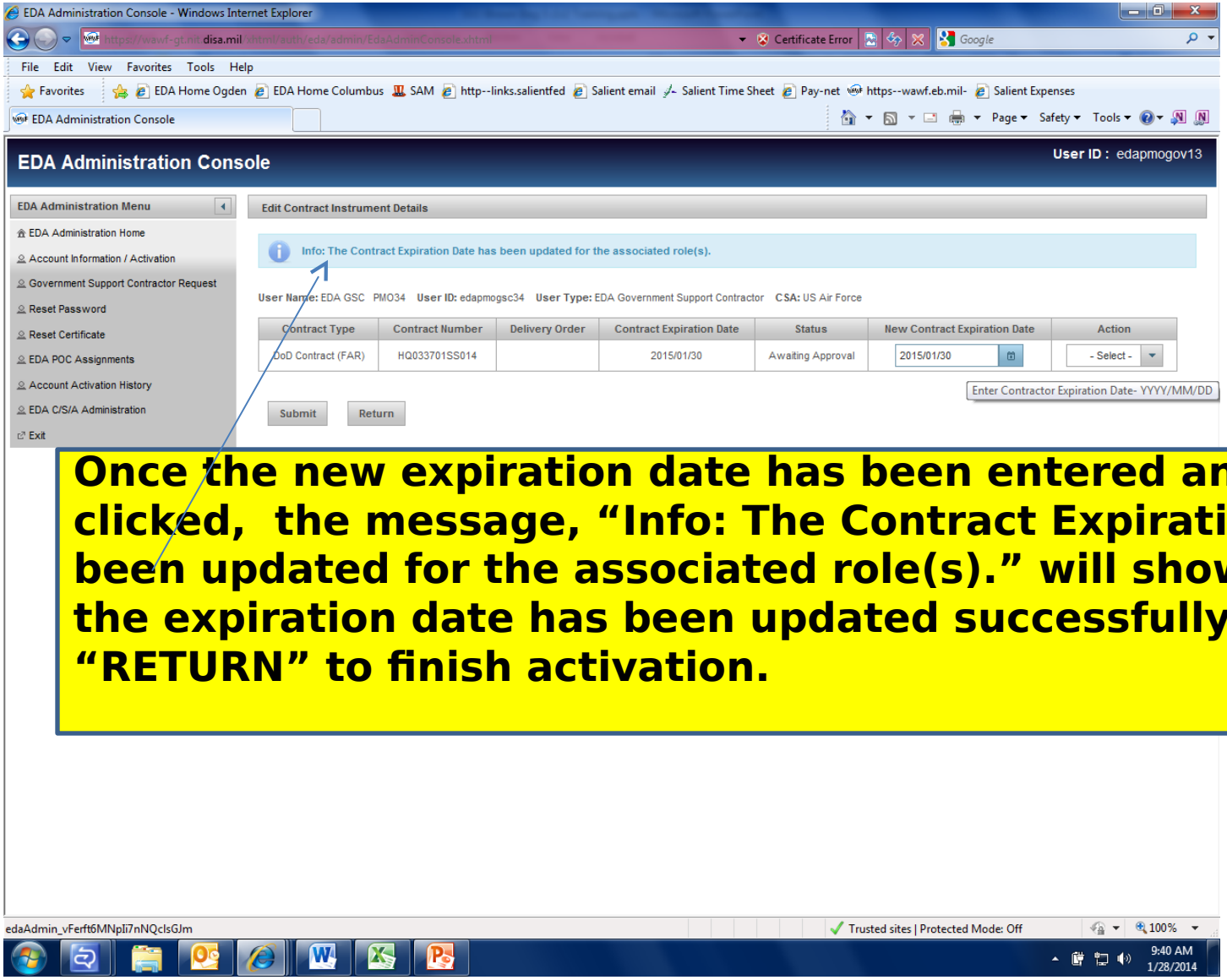
Click "Edit Contract" Icon

Activating GSC registration Cont'd



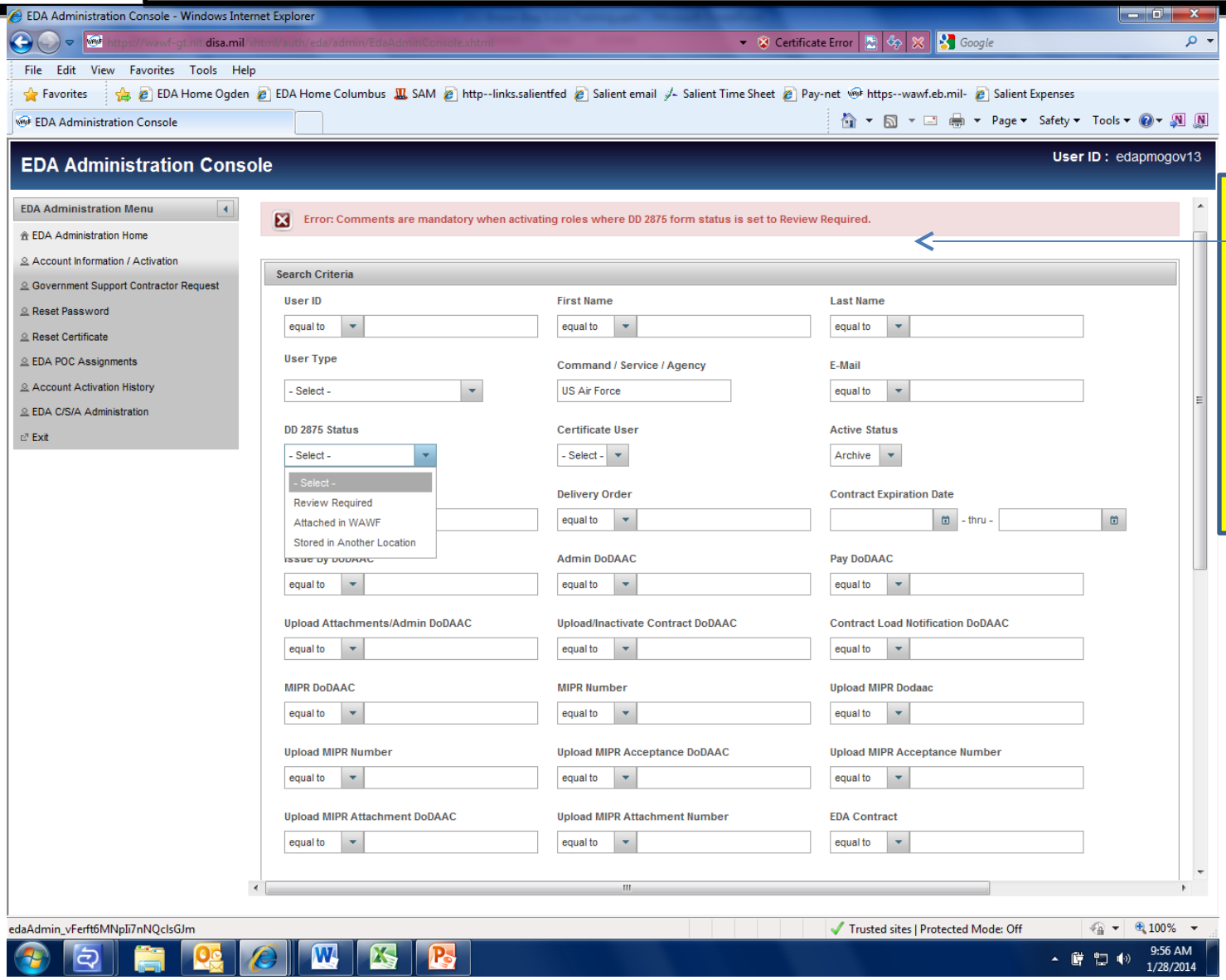
Enter the Government Support Contractor's Contract expiration date

Activating GSC registration Cont'd



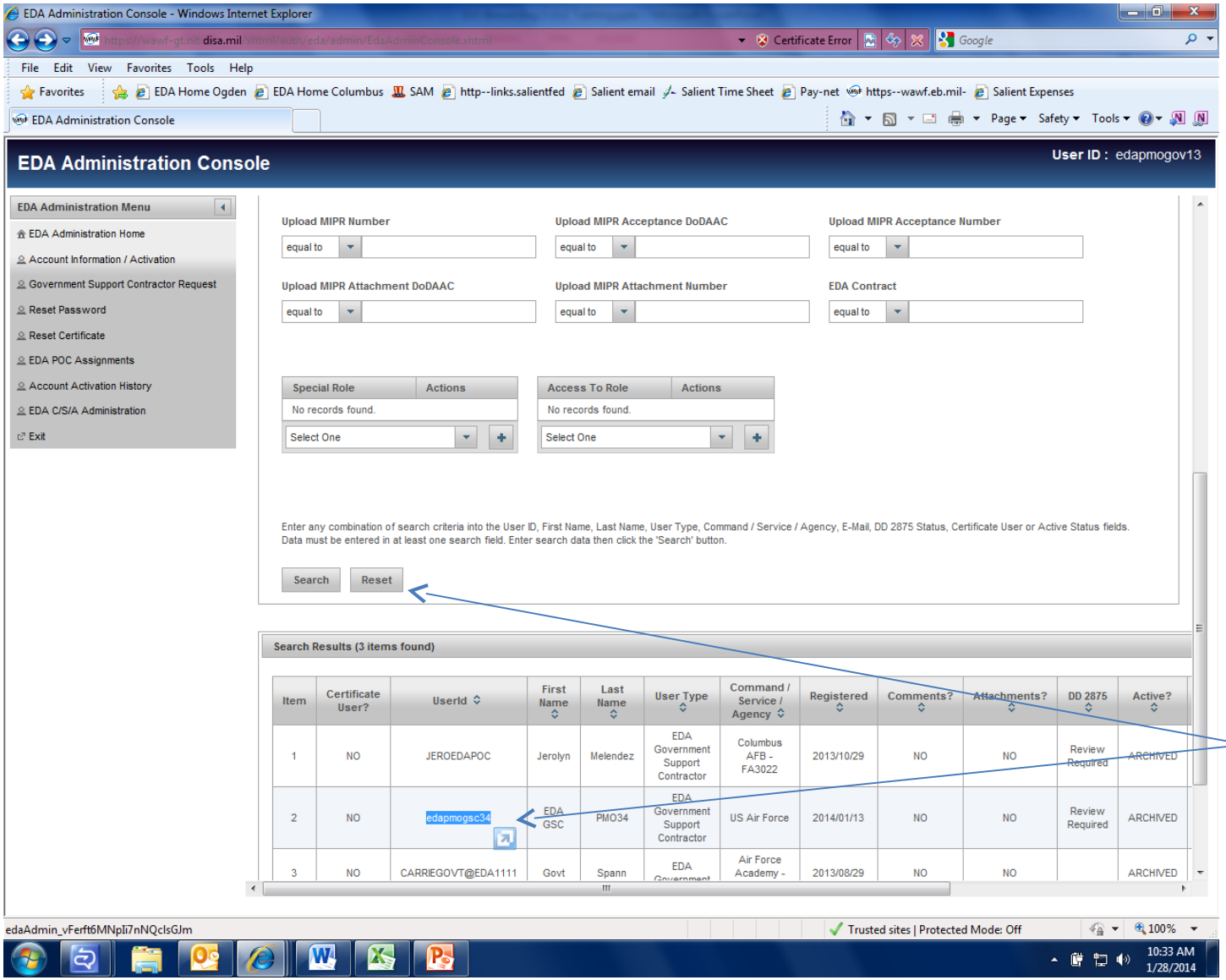
Once the new expiration date has been entered and "SUBMIT" clicked, the message, "Info: The Contract Expiration Date has been updated for the associated role(s)." will show indicating the expiration date has been updated successfully. Click "RETURN" to finish activation.

Activating GSC registration Cont'd



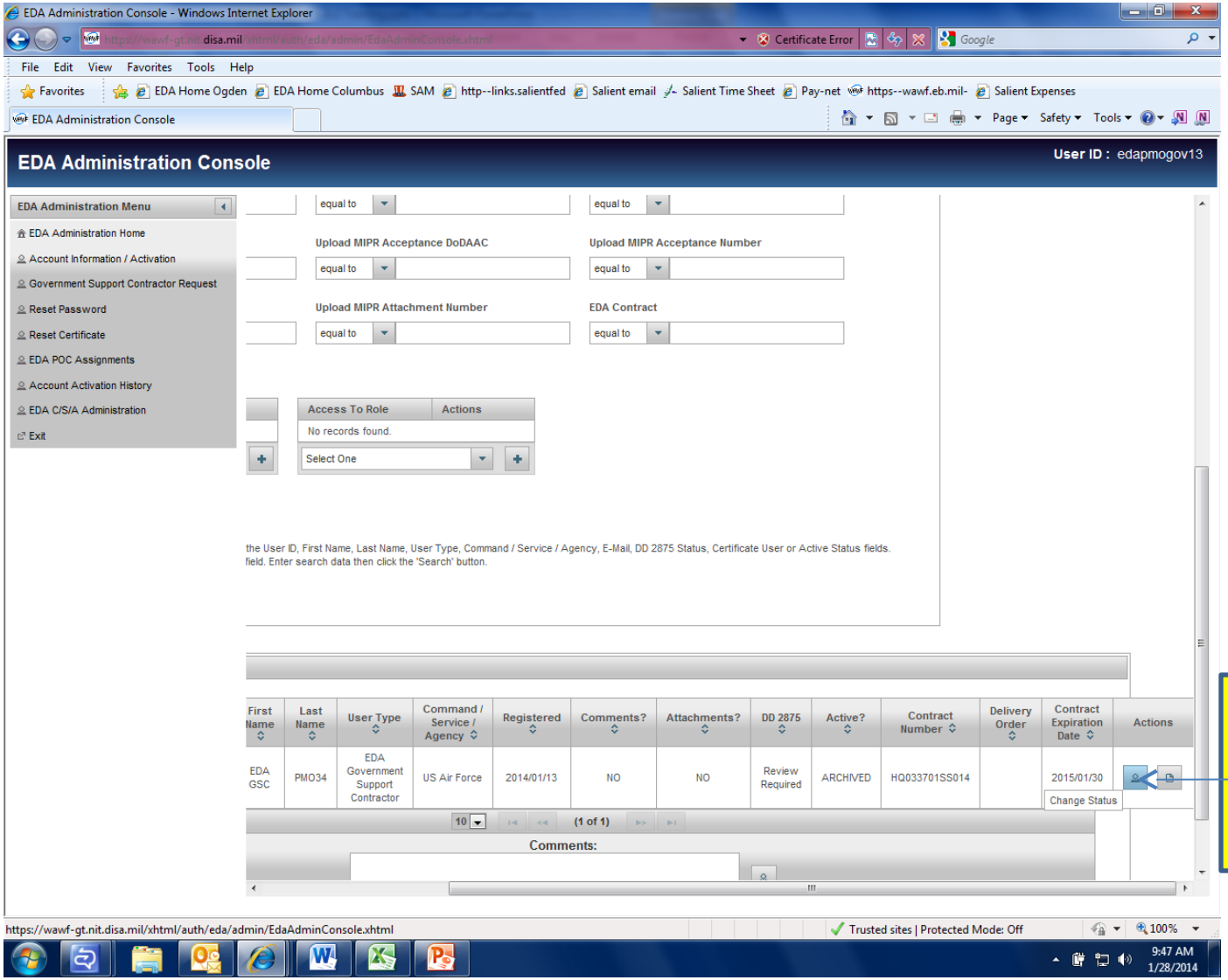
Oops! Forgot to account for the DD2875. Click "Return" at the bottom of the page.

Activating GSC registration Cont'd



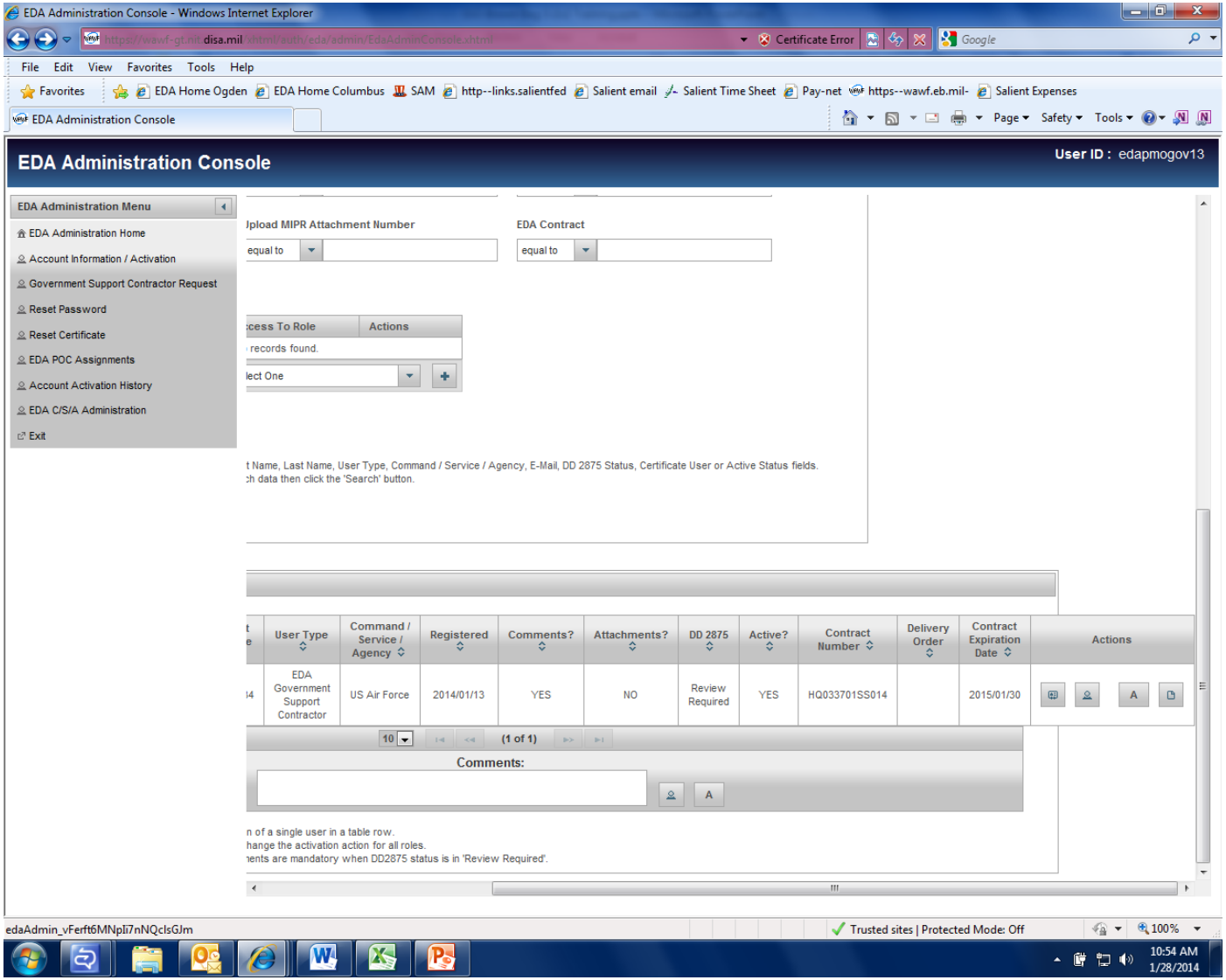
We want to bring up the user's registration by itself. Copy the UserID and then click Reset

Activating GSC registration Cont'd

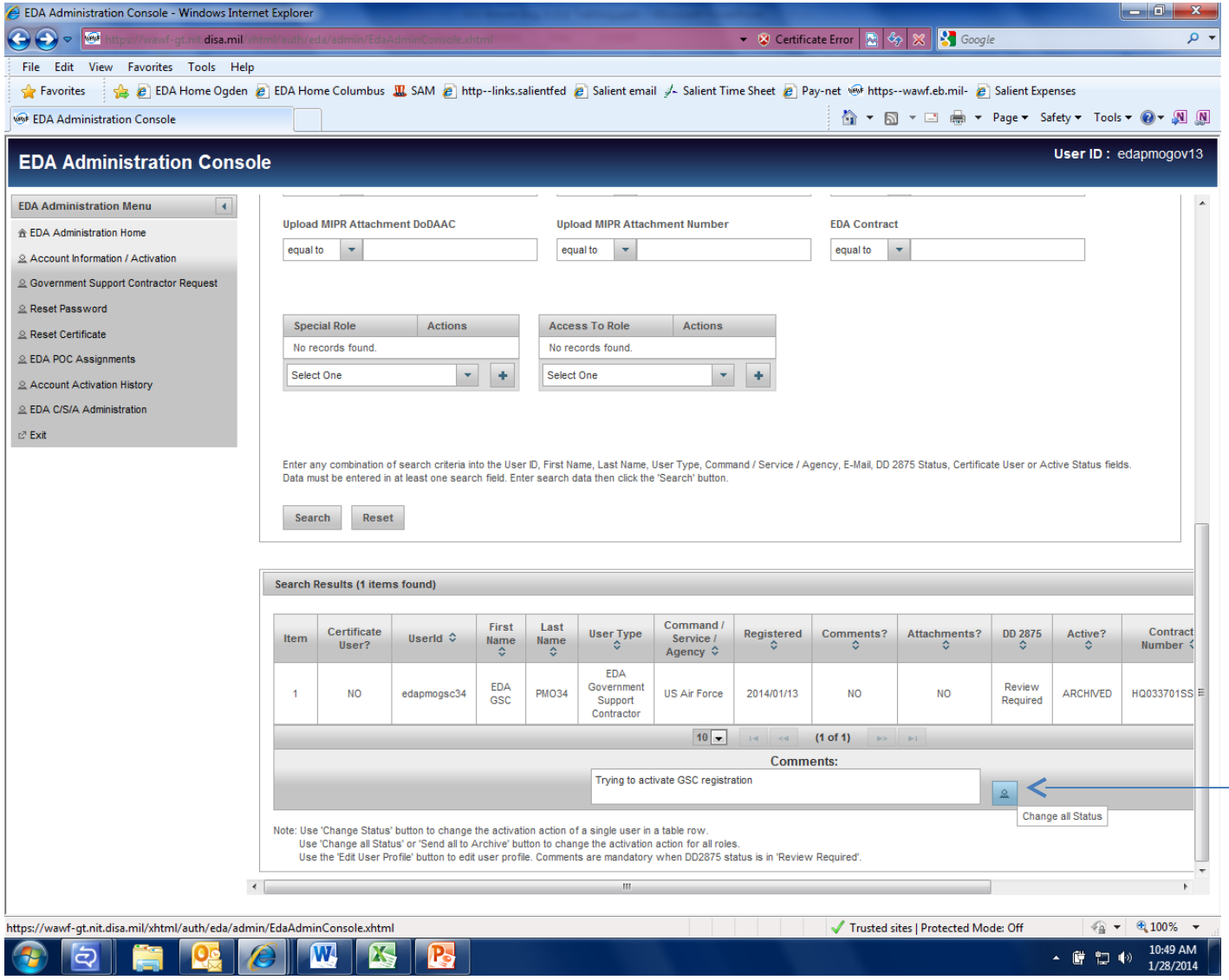


Click "Change Status" Icon

Activating GSC registration Cont'd

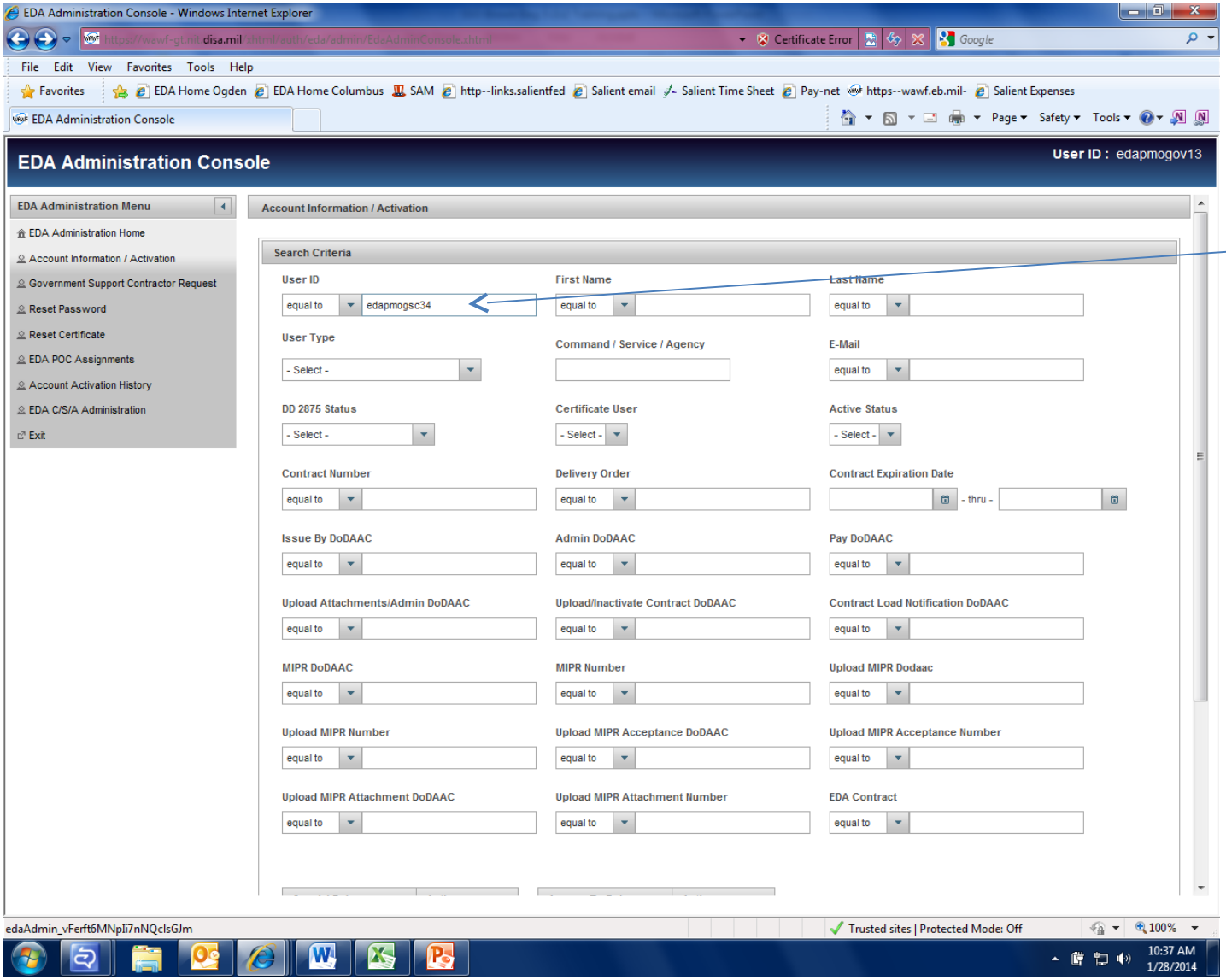


Activating GSC registration Cont'd



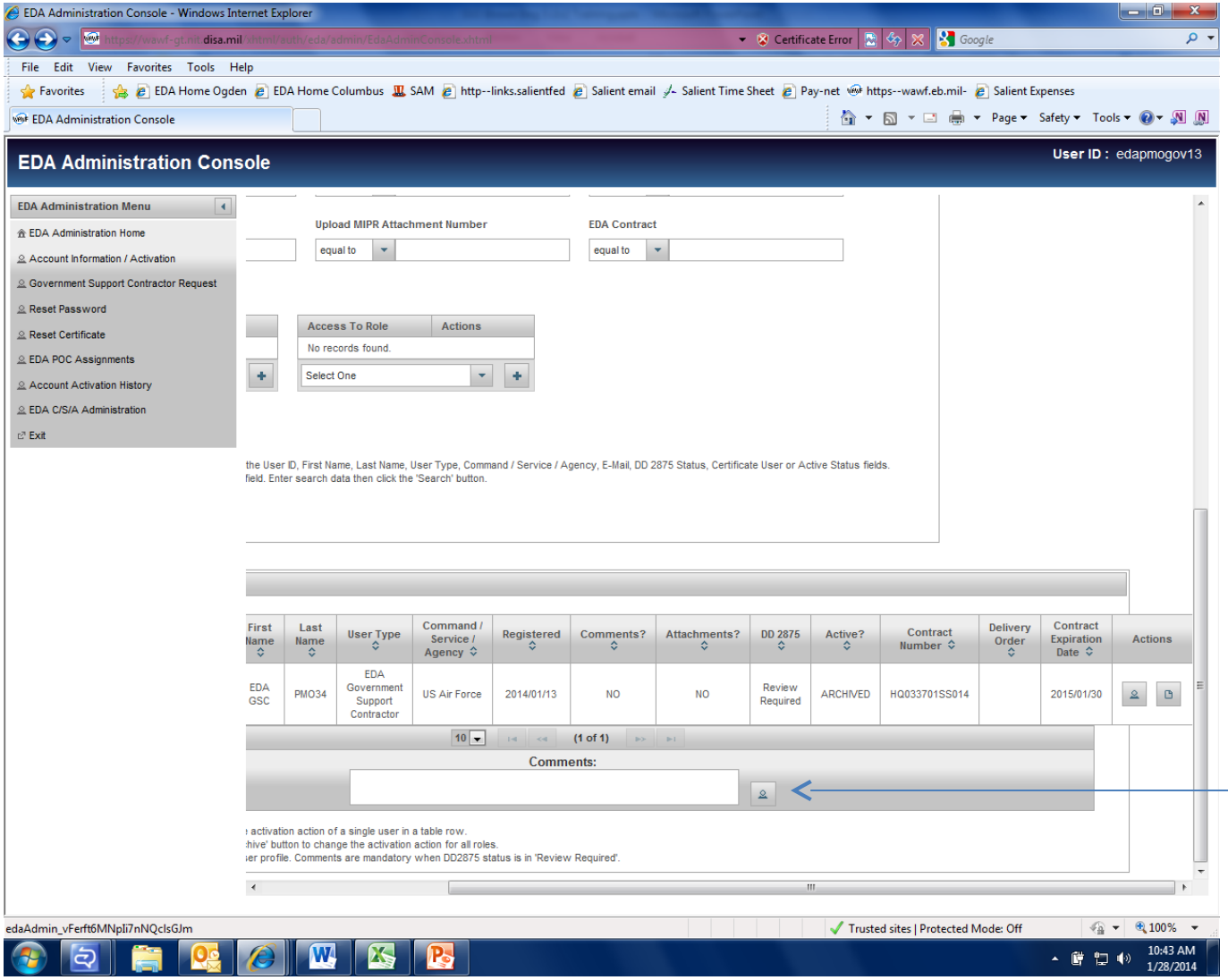
No "Edit Profile" Button – had to add a comment and then click "Change Status".

Activating GSC registration Cont'd



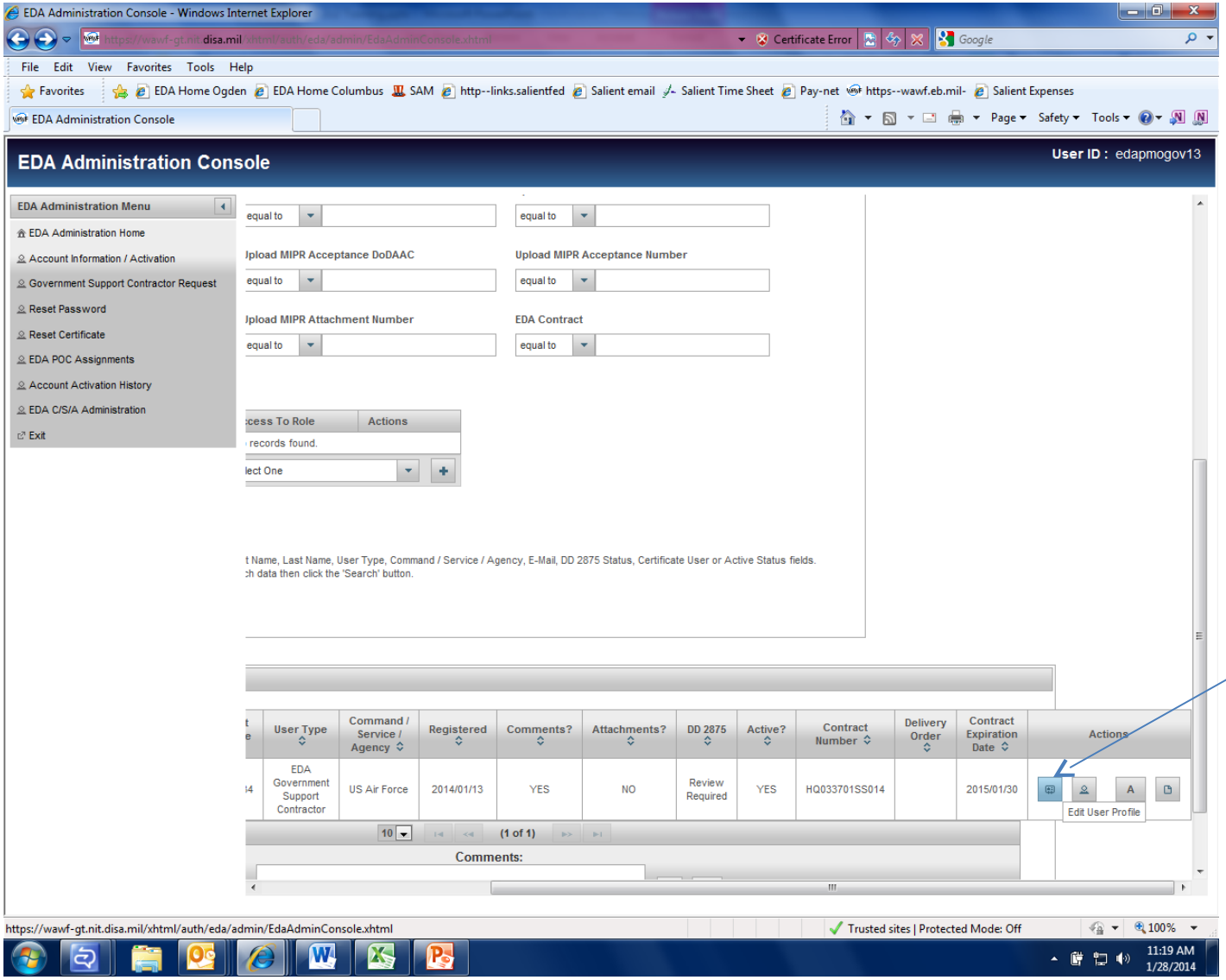
Paste the UserId in the window and then click "Search" at the bottom of the page.

Activating GSC registration Cont'd



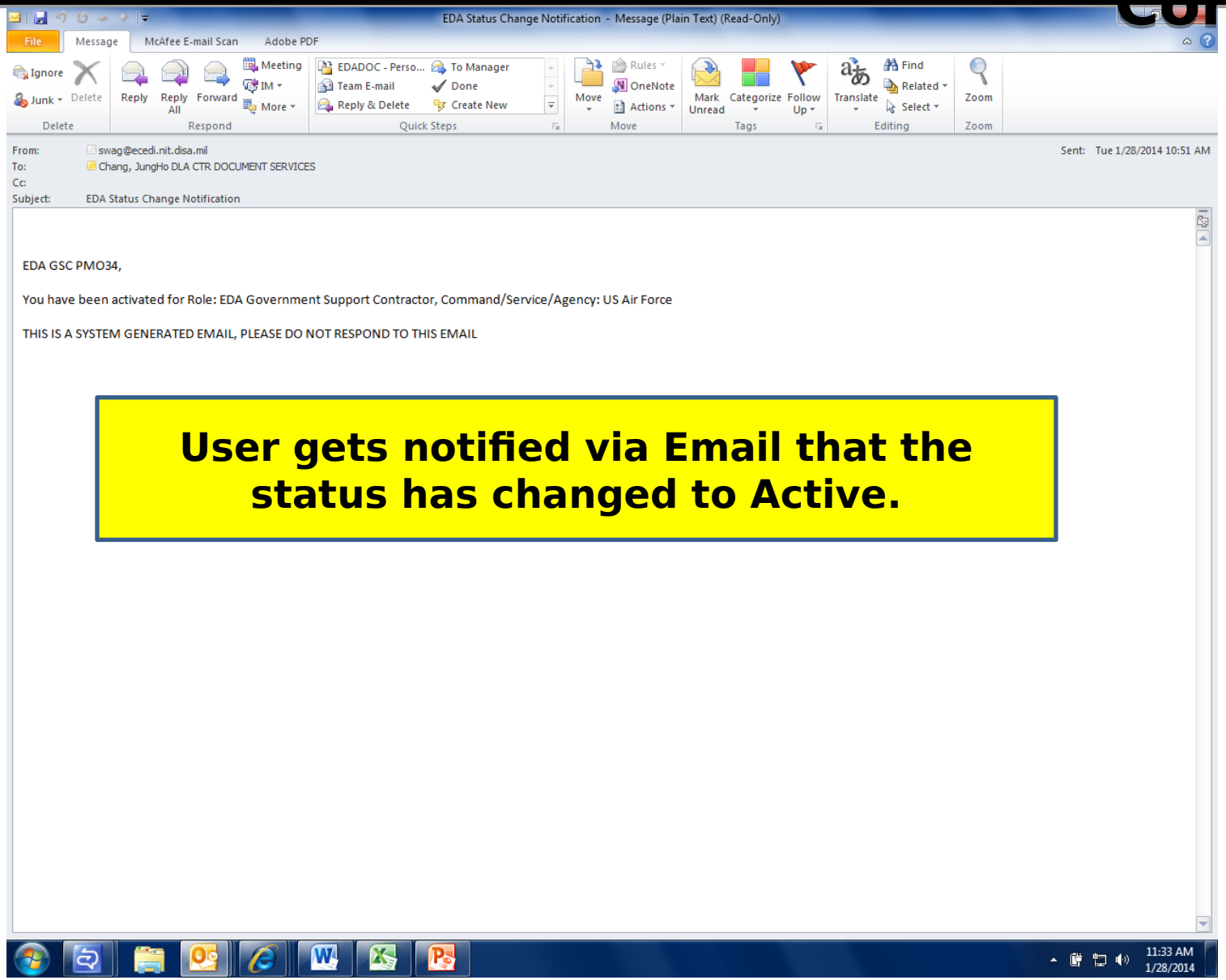
Put a comment in the "Comments" box and click the "Change Status" Icon.

Activating GSC registration Cont'd



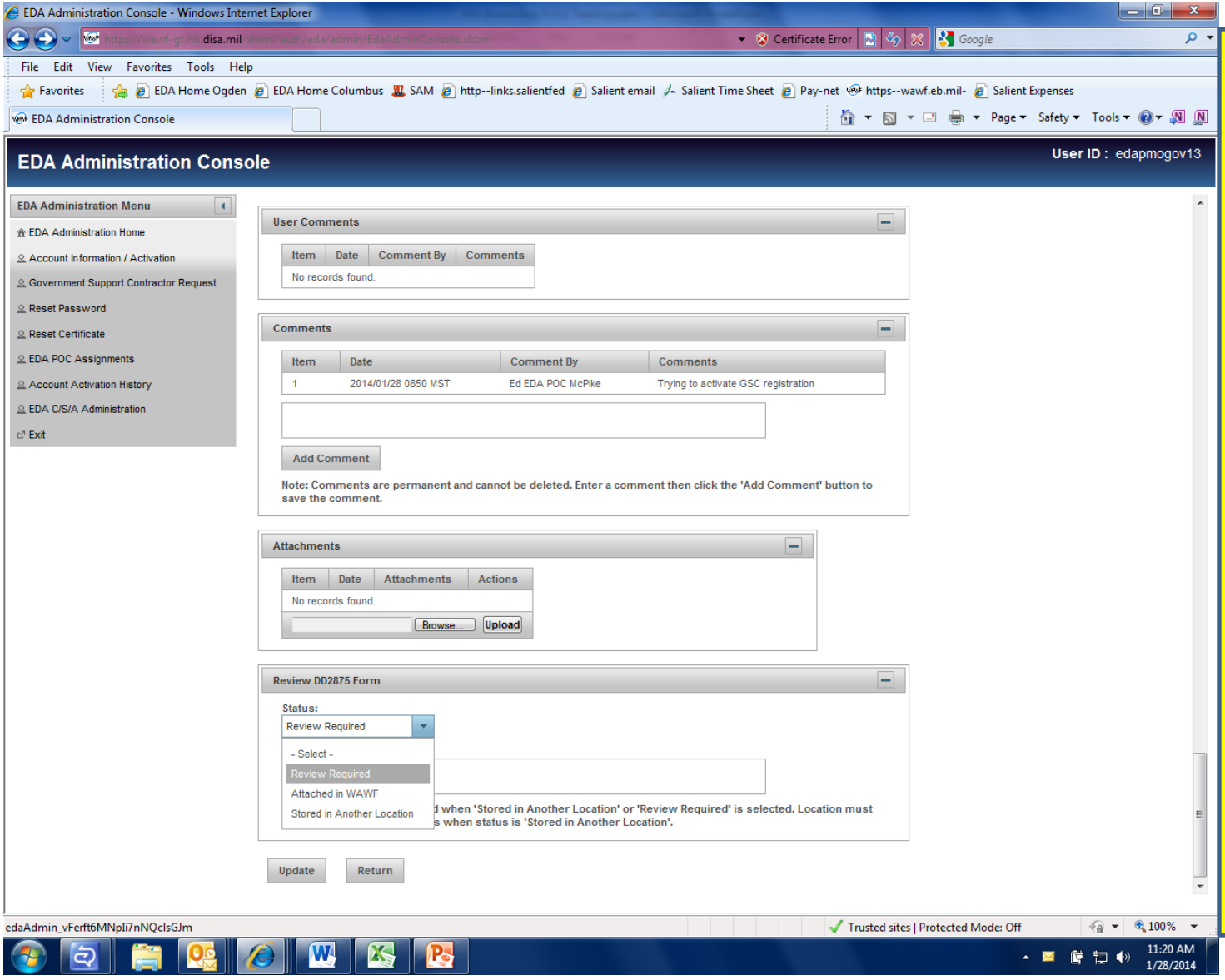
Now have "Edit User Profile" Icon. Click on the Icon and then Scroll down to the bottom of the next page.

Activating GSC registration Cont'd



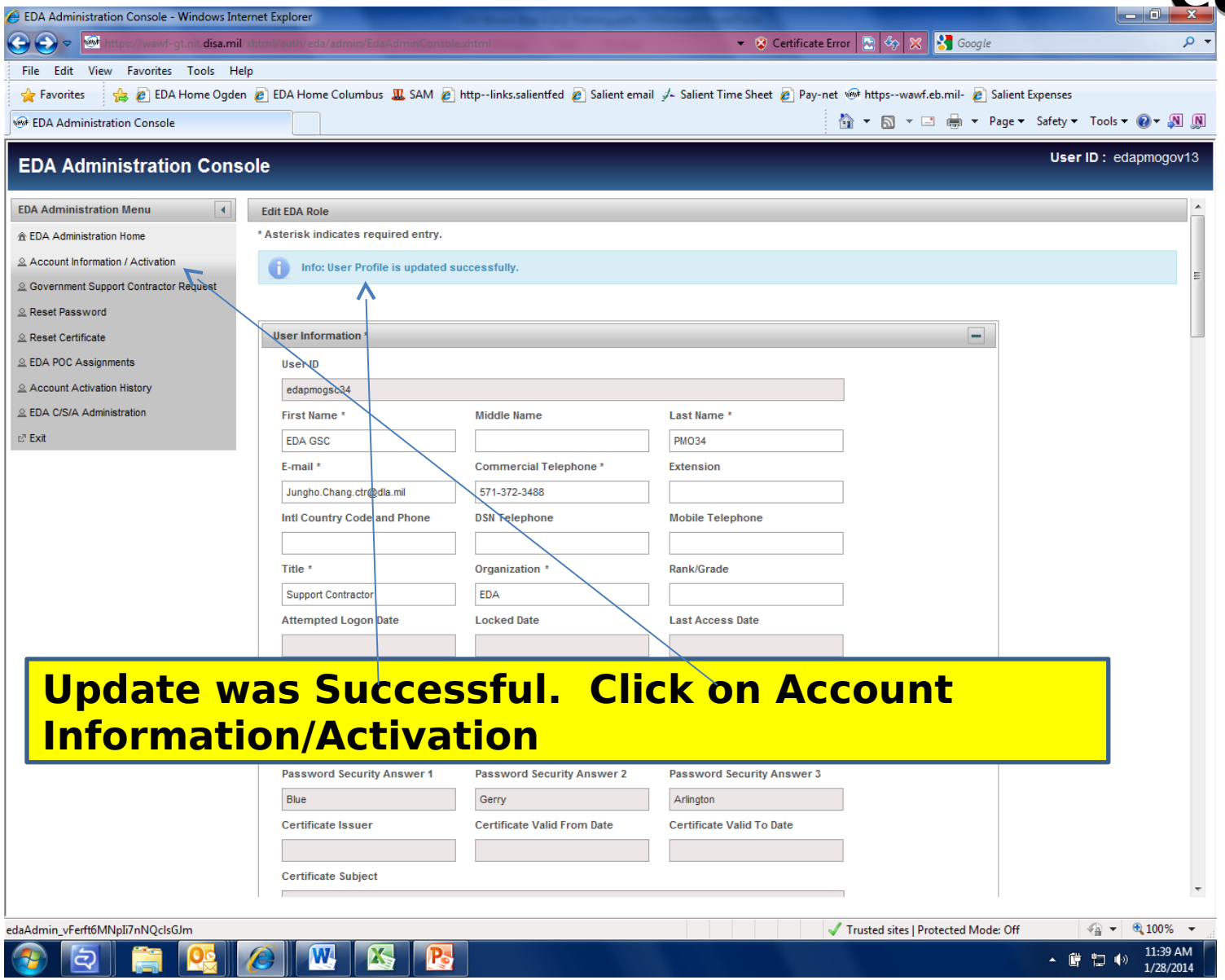
User gets notified via Email that the status has changed to Active.

Activating GSC registration Cont'd

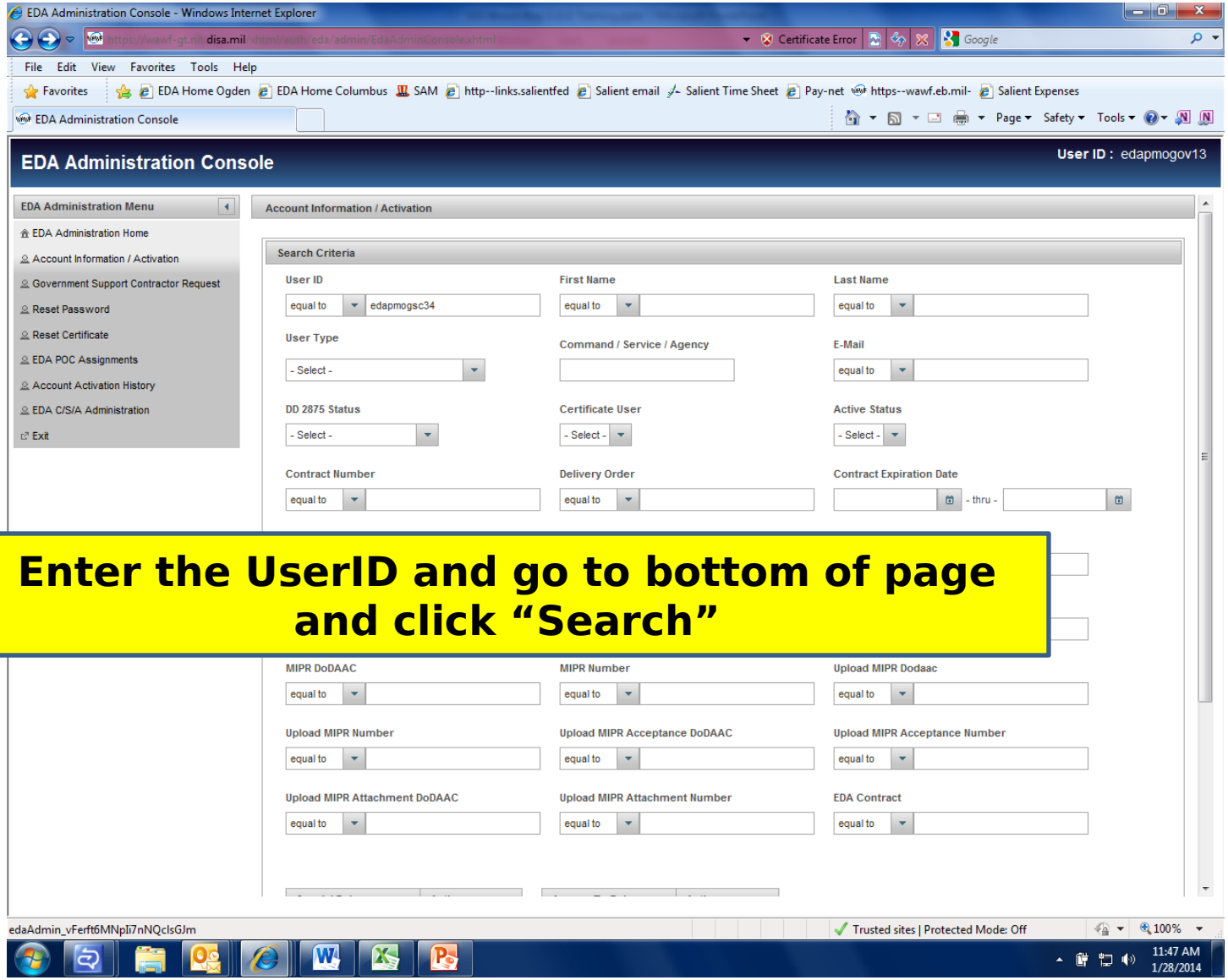


At the bottom of the page, select one of the options. If you select "Stored in Another Location", you will be prompted to comment where it's located. I'll select "Attached in WAWF" and then click "Update".

Activating GSC registration Cont'd

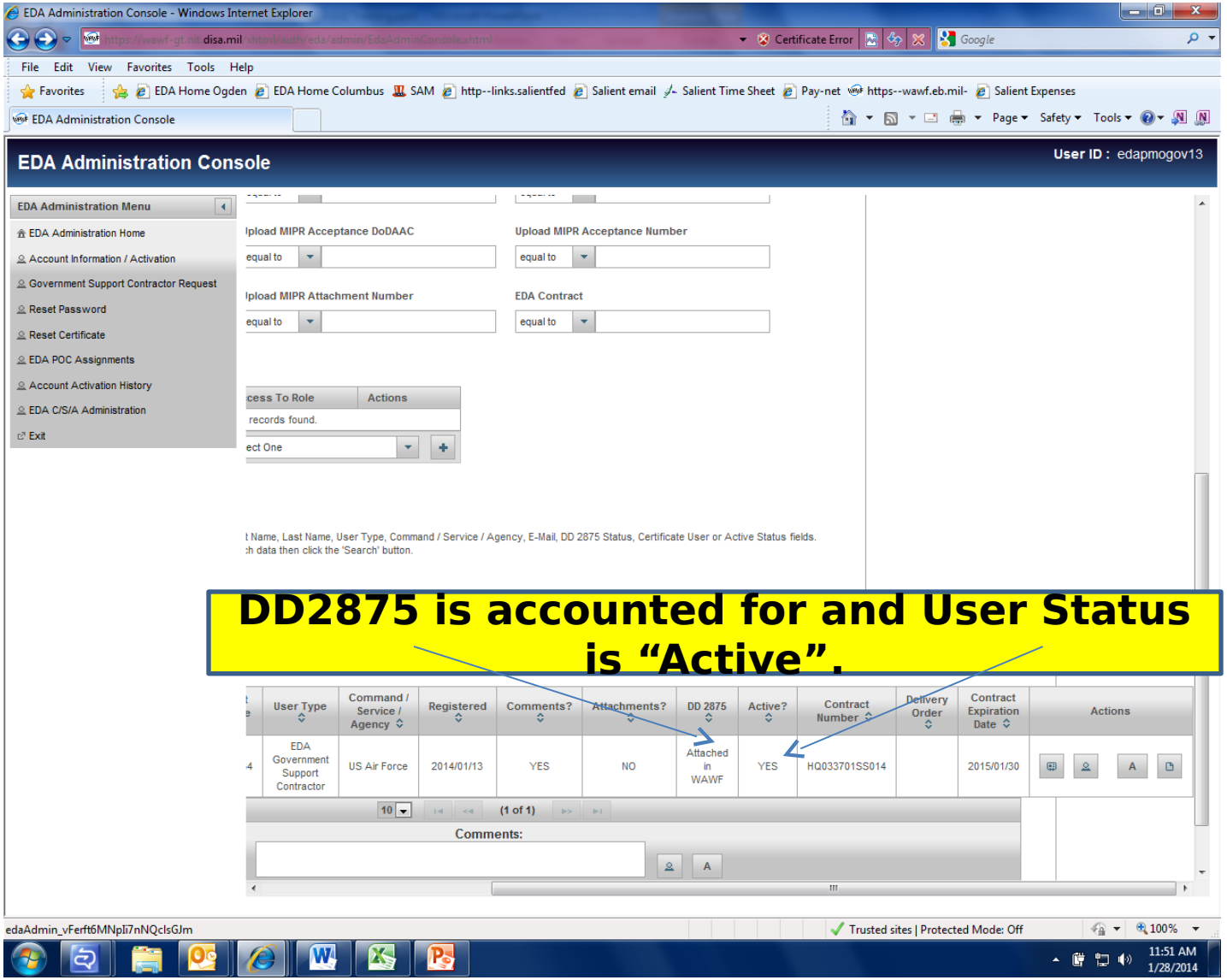


Activating GSC registration Cont'd



Enter the UserID and go to bottom of page and click "Search"

Activating GSC registration Cont'd

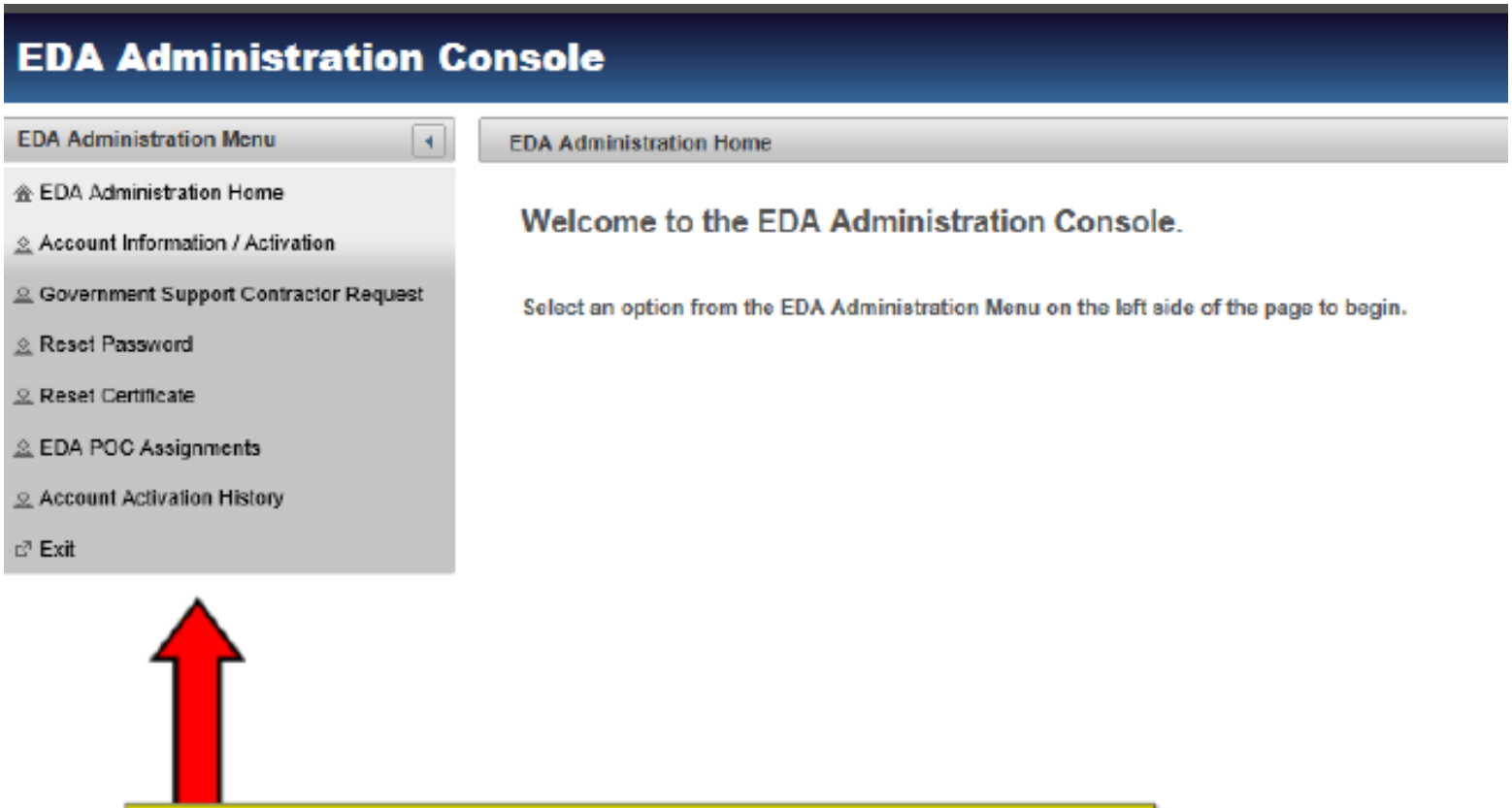


Migration Changes

- Rank must be entered for Government Users
- Contract expiration date must be entered for Government Support Contractors (GSC)

SSO EDA Administration Console

SSO EDA Administration Console



A new window of EDA Administration Console is displayed.

When a user with EDA POC privileges logs in to the EDA Administration Console, this is the menu that will be displayed.

User Administration

Edit ICON - Edit User Profile – Every aspect of a users account can be viewed and changed from the users profile (User Information, Command/Service/Agency (CSA), Supervisor, Supervisor Information, Access To, Special Roles, User Comments, Comments, Attachments, Review DD2875 Form)

- The DD2875 section – add an attachment
- **Comments are required** when 'Stored in Another Location' or when 'Review Required' is selected. Location must be specified in the Comments when status is 'Stored in Another Location'.

User Administration Cont'd

Change Status Icon – **Comments will be required** when activating any user. If the Change Status icon located next to the Comments box on the search results screen is clicked then after comments are entered all users in the list will be either activated or inactivated. To activate user individually, enter comments and then click the Change Status icon located on the user's line.

User Administration Cont'd

Send to Archive Icon –If the Send to Archive icon located next to the Comments box on the search results screen is clicked then all users in the list will be archived. To archive users individually click the Send to Archive icon located on the user's line.

NOTE: The DELETE option currently available in EDA production today has been replaced by the ARCHIVE process in SSO.

User Administration Cont'd

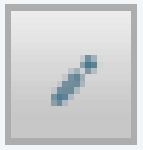
Suspend Registration ICON - All pending registrations show as INACTIVE as does Active users that have been Inactivated. The SUSPEND Icon is supposed to show on new registrations only, but is showing up on ALL Inactivated users (inactivated "active" users as well as pending users). This is a known issue that will be corrected.

To suspend a users pending registration click the Suspend Registration Icon on the user's line.

User Administration Cont'd

- Edit Contract Expiration Date – Exec/POC must enter the contract expiration date for the Government Support Contractor registration.

User Administration Cont'd



- EDM/EFR ICON

Account Information/Activation

Search Results (6 items found)

Item	Certificate User?	UserId	First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?
1	NO	EDIPI1148783515@EDA1111	William	Barauskas	EDA Government	US Air Force	2013/09/16	NO	NO
2	NO	cora_GovtSupport	Cora'Govt	Leung	EDA Government	US Air Force	2014/01/17	NO	NO
3	NO	edapmogov13	Ed EDA POC	McPike	EDA Government	US Air Force	2013/12/13	NO	NO
4	NO	edapmogsc34	EDA GSC	PMO34	EDA Government Support Contractor	US Air Force	2014/01/13	NO	NO
5	NO	EDIPI1073176901	Robert	Steinhagen	EDA Government	US Air Force	2013/11/22	YES	NO
6	NO	DALESUPCON	Dale	Wolfe	EDA Government Support Contractor	US Air Force	2013/12/23	YES	NO

10 (1 of 1)

Comments:

The columns can be sorted by clicking on the arrow on the respective column.

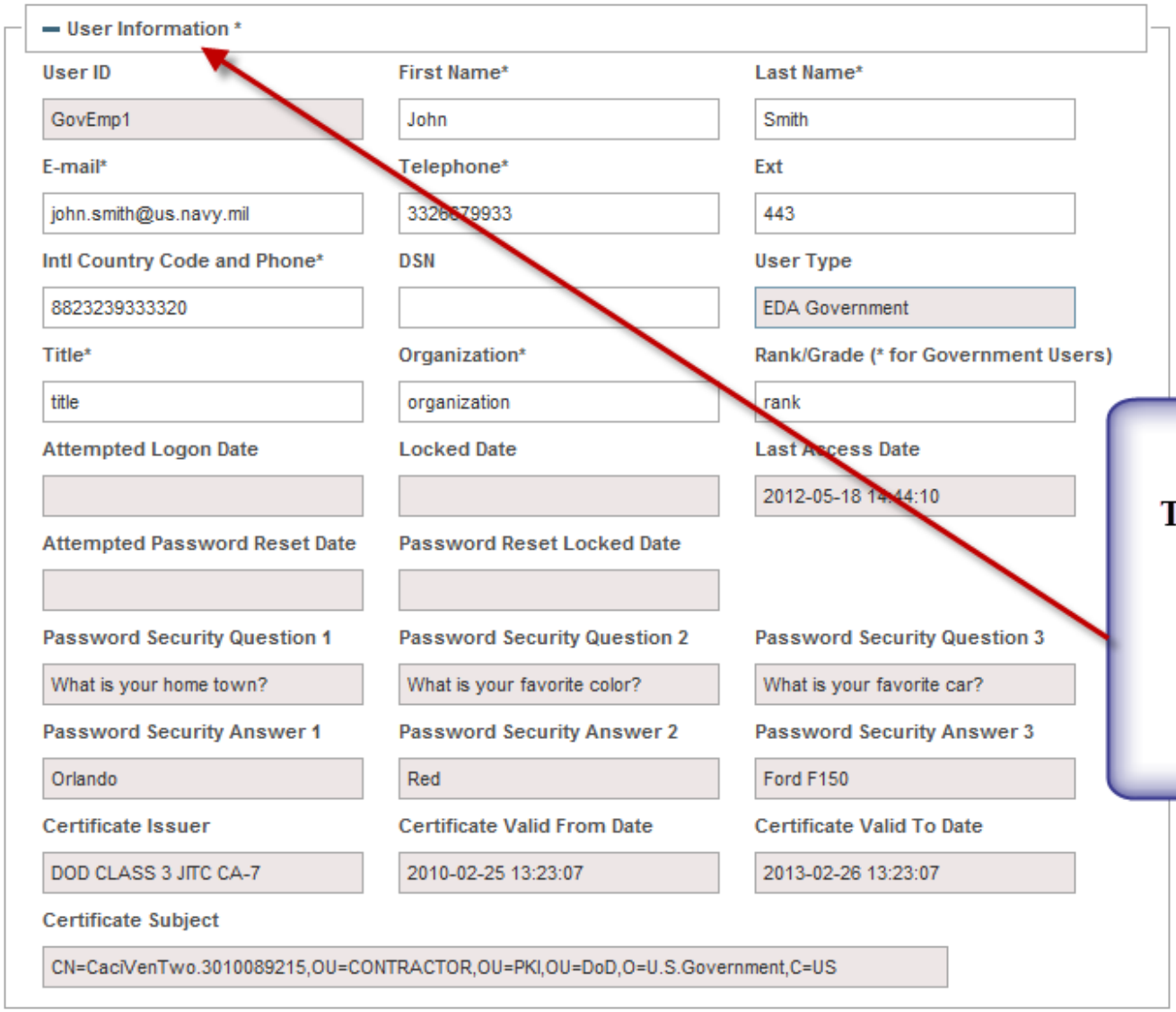
The 'Change All Status' and 'Send all to Archive' action buttons are displayed besides comments. Comments will be mandatory for activating users if their DD 2875 is in 'Review Required' status.

The user's information/special roles can be edited using 'Edit' action button. The status can be activated/deactivated using 'Change Status' action button. The user can be deleted using 'Send to Archive' action button.
Note: WAWF only deletes the users who have requested access but were never given it. All others will be archived.

DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
	YES				A
Stored in Another Location	NO				A S
Attached in WAWF	YES				A
Review Required	NO	HQ033701SS014			A S
Review Required	YES				A
Review Required	YES	FA852004CC410		2018/12/23	A

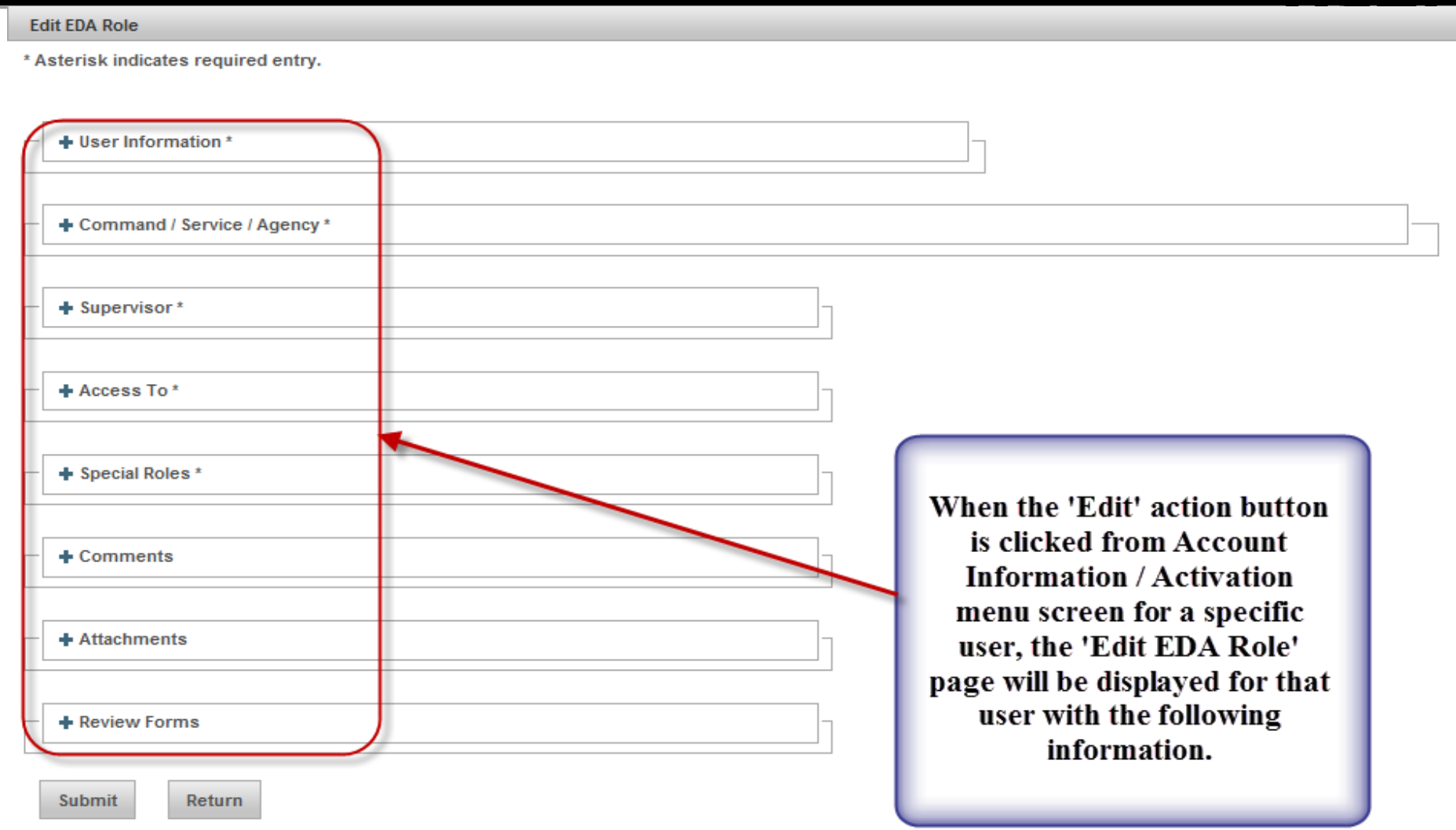
A

User Profile

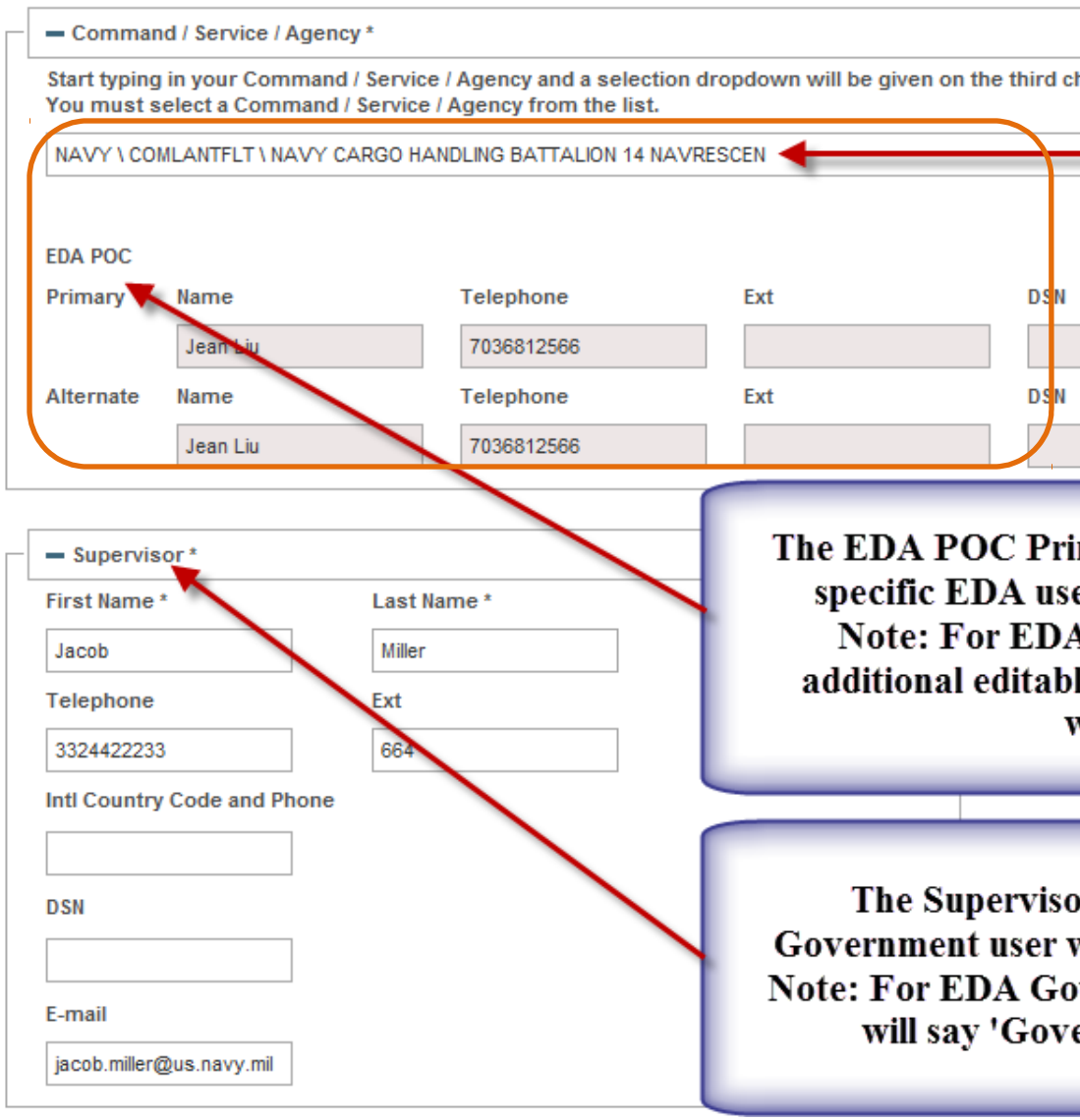


The User information for the specific EDA user will be displayed here and the information which is not grayed out can be edited.

Edit User


Edit EDA Role
* Asterisk indicates required entry.
+ User Information *
+ Command / Service / Agency *
+ Supervisor *
+ Access To *
+ Special Roles *
+ Comments
+ Attachments
+ Review Forms
Submit
Return
When the 'Edit' action button is clicked from Account Information / Activation menu screen for a specific user, the 'Edit EDA Role' page will be displayed for that user with the following information.

Edit User

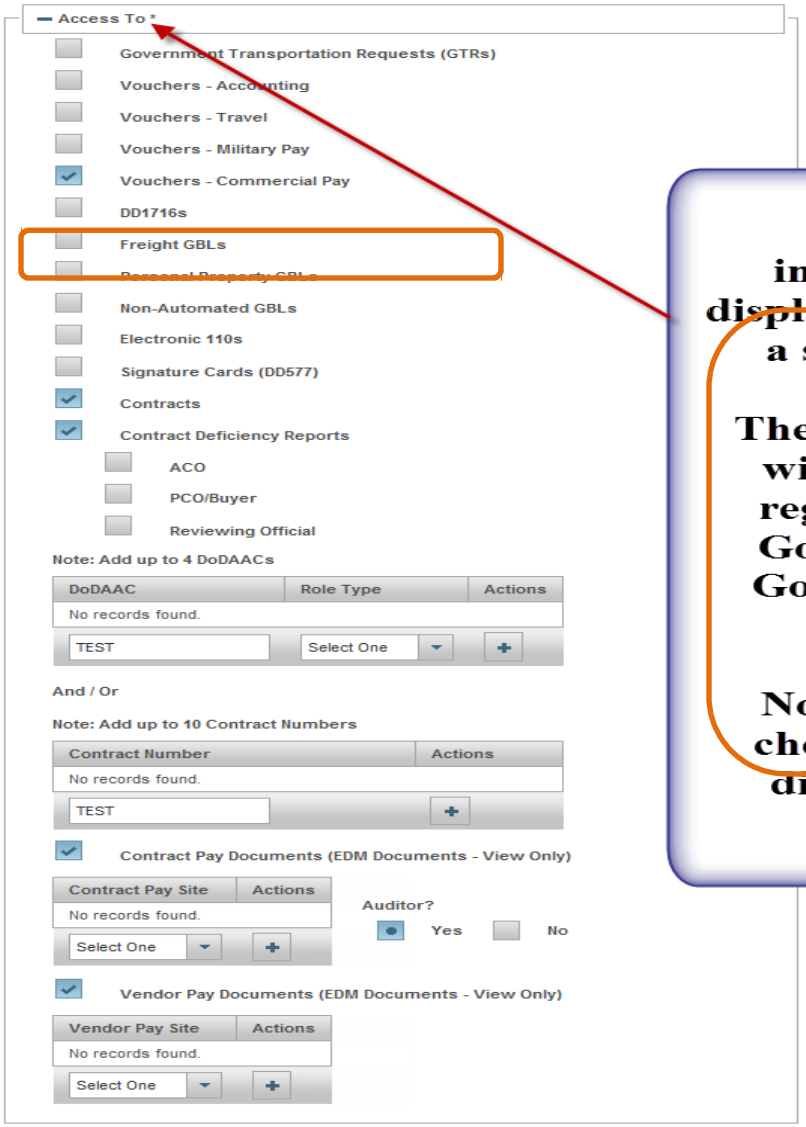


The C/S/A information for the specific EDA user will be displayed here and can be edited.

The EDA POC Primary and Alternate information for the specific EDA user will be displayed here as read only. Note: For EDA Government Support Contractor, additional editable field of 'Company' will be displayed with that information.

The Supervisor information for the specific EDA Government user will be displayed here and can be edited. Note: For EDA Government Support Contractor this label will say 'Government Point of Contact (POC)'.

Edit User

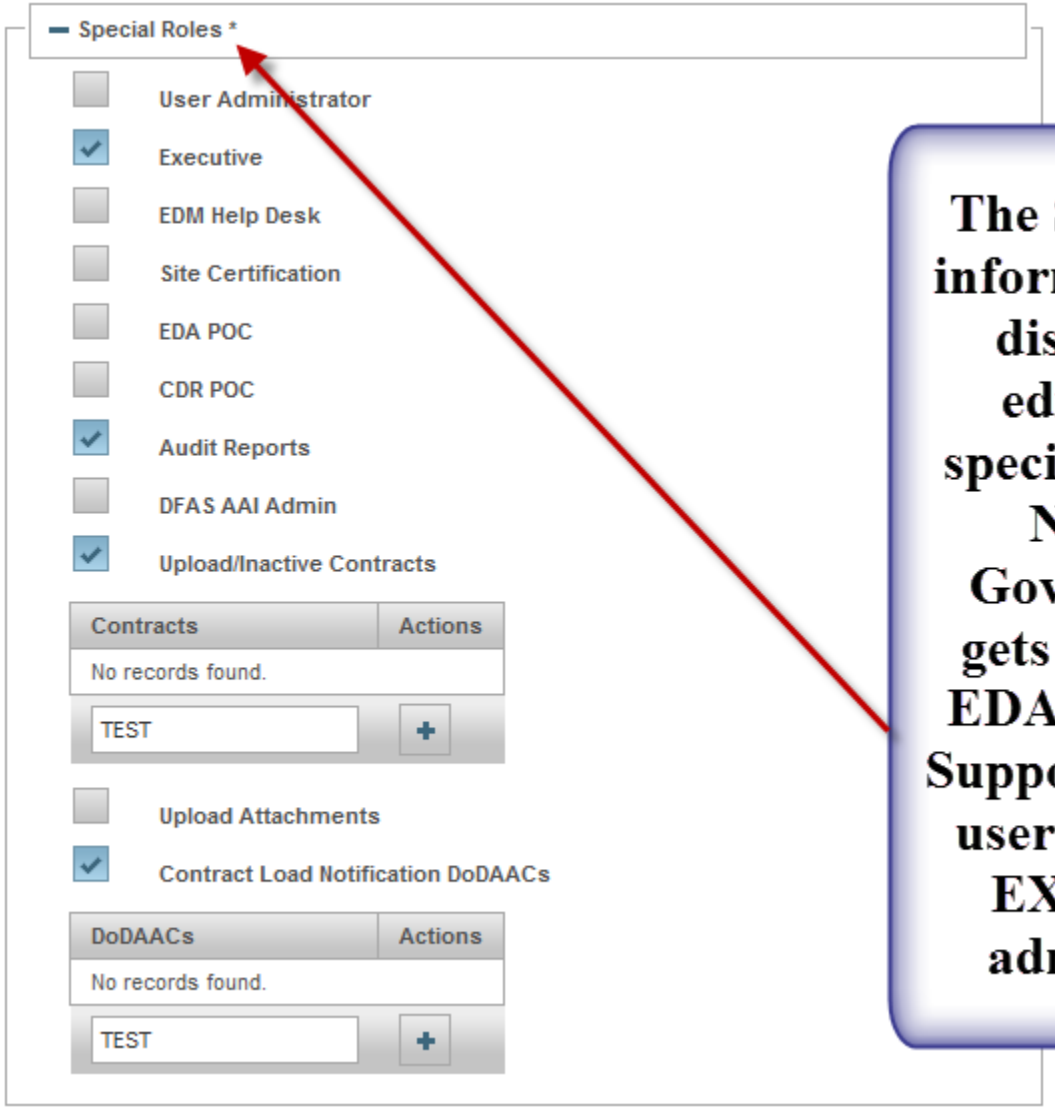


The Access To information will be displayed and editable for a specific EDA user.

The edits for Access To will be same as EDA registration for EDA Government or EDA Government Support Contractor.

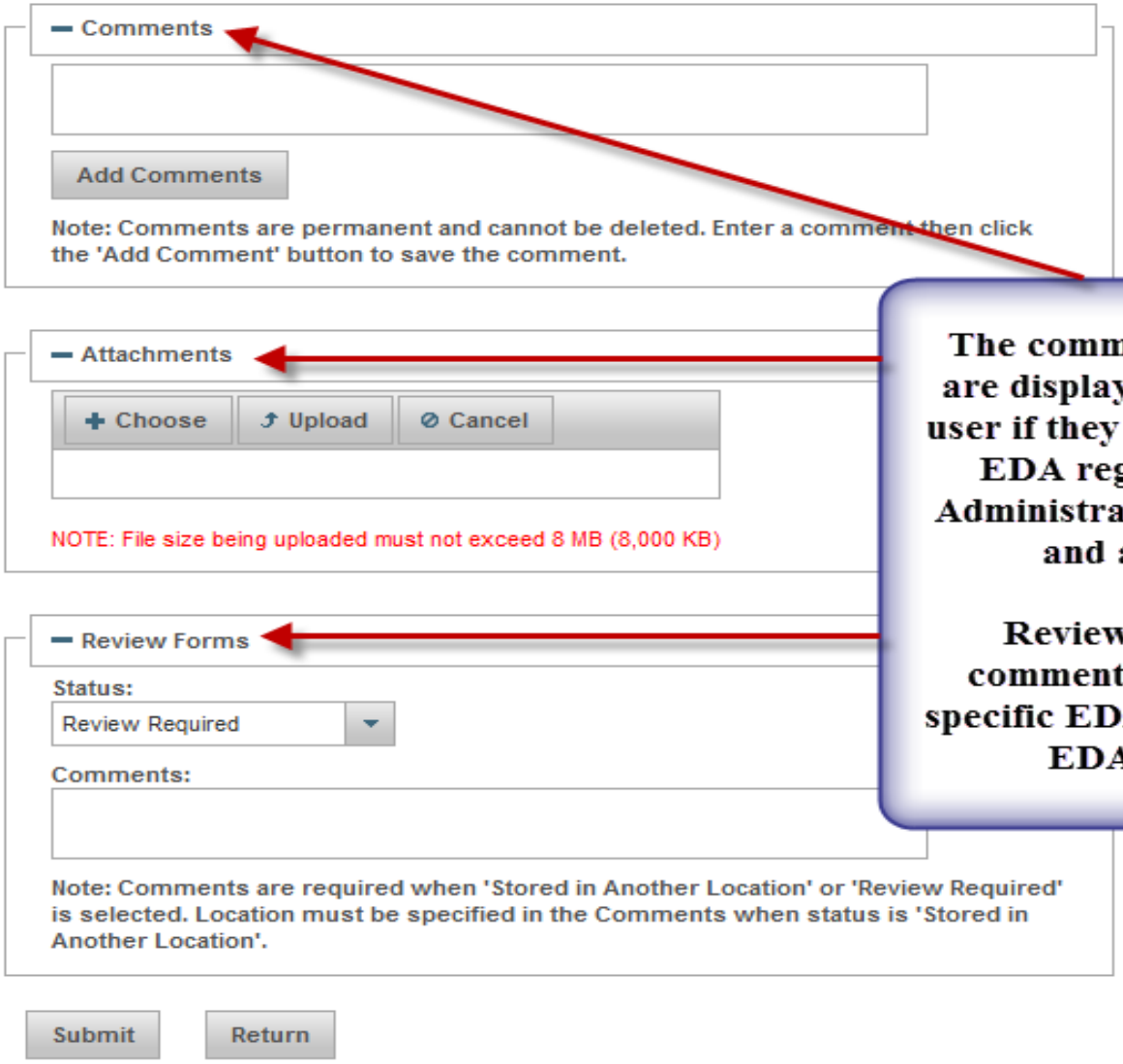
Note: Vouchers - All checkbox will only be displayed for C/S/A within DFAS.

Edit User



The Special Roles information will be displayed and editable for a specific EDA user. Note: EDA Goverment user gets all roles and EDA Government Support Contractor user gets all roles EXCEPT user administrator.

Edit User



The comments and attachments are displayed for a specific EDA user if they were added during the EDA registration. The EDA Administrator can add comments and attachments too.

Review Forms status and comments are displayed for a specific EDA user to be entered by EDA Administrator.

EDA POC Certificate Reset

EDA Admin, EDA POC, or an EDA Executive can reset a User's certificate by:

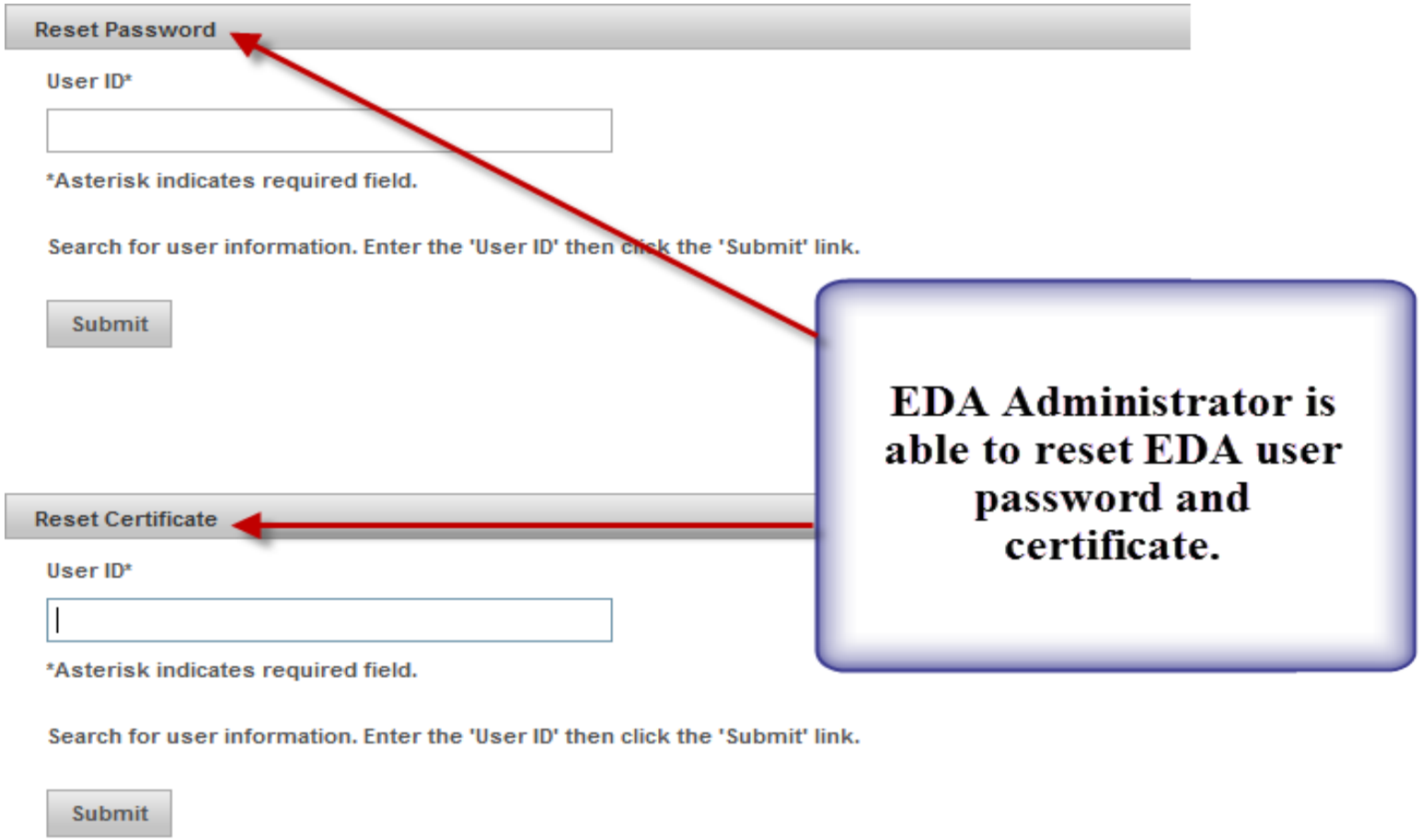
1. Log into SSO
2. Click the EDA Administration Console tab
3. Click the Reset Certificate link under the EDA Administration Menu
4. Enter the User ID of the user whose certificate is to be reset
5. Click Submit
6. Enter comments (required) in the Comments section
7. Click Submit
8. Receive message stating certificate was successfully reset
9. Provide one time password to the User who requested certificate reset

EDA POC Password Reset

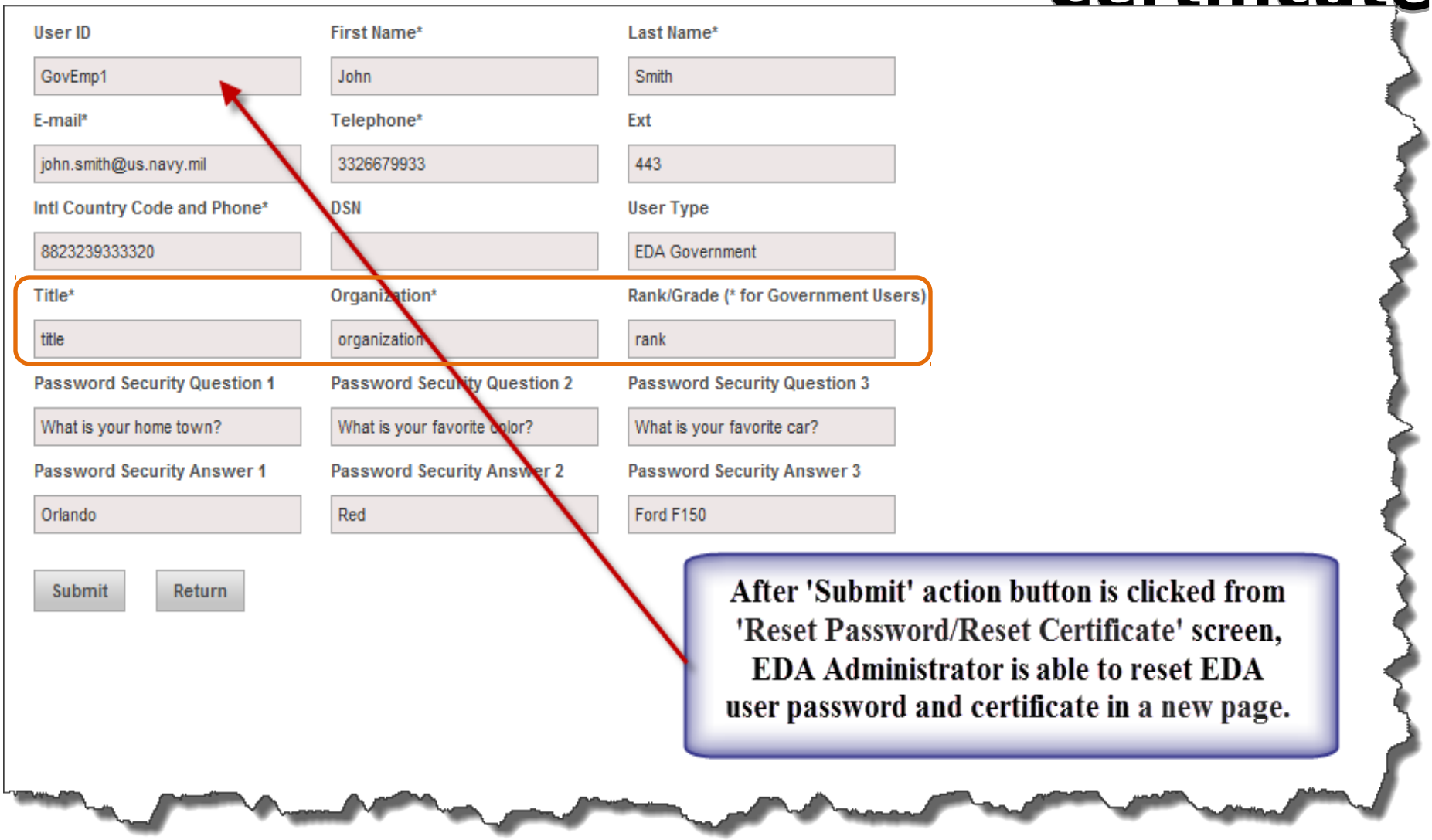
EDA Admin, EDA POC, or an EDA Executive can reset a User's Password by:

1. Log into SSO
2. Click the EDA Administration Console tab
3. Click the Reset Password link under the EDA Administration Menu
4. Enter the User ID of the user whose password is to be changed
5. Click Submit
6. Enters comment (required) in the Comments section
7. Click Submit
8. Receive message stating password was successfully reset
9. Provide one time password to the User who requested password reset

Reset Password/Reset Certificate



Reset Password/Reset Certificate



EDA USER Resets Their Certificate

1. User navigates to the SSO Login screen
2. User enters their User ID and one time Password
3. User clicks Login
4. User inputs New Password
5. User inputs Confirm New Password
6. User clicks Submit
7. User is taken to the SSO Home Page

EDA USER Resets their Password

1. User navigates to the SSO Login screen
2. User enters their User ID and one time Password
3. User clicks Login
4. User inputs New Password
5. User inputs Confirm New Password
6. User clicks Submit
7. User is taken to the SSO Home Page

Activating a Government

Account Information / Activation

Certificate User?	UserId	First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875:	Active?	Actions
YES	GovEmp1	John	Smith	EDA Government	NAVY	05/05/2011	YES	NO	Review Required	NO	
NO	GovEmp2	Jason	Smith	EDA Government	ARMY	05/05/2012	NO	YES	Review Required	YES	
YES	GovEmp3	Derek	Nolan	EDA Government Support Contractor	AIR FORCE	07/05/2011	YES	NO	Review Required	NO	
NO	Vendor2	Sue	Chan	Vendor	DCMA	05/25/2012	NO	YES		YES	
YES	GovEmp4	John	Johnson	EDA Government	NAVY	04/05/2011	YES	NO	Review Required	NO	
NO	GovEmp5	Mike	Smith	EDA Government	ARMY	05/05/2012	NO	YES	Review Required	YES	
YES	GovEmp6	Chris	Nolan	EDA Government Support Contractor	AIR FORCE	07/22/2011	YES	NO	Review Required	NO	
NO	Vendor3	Amy	Jacobs	Vendor	DCMA	05/25/2012	NO	YES		YES	
NO	GovtEmp2	Sunny	Hudson	EDA Government	ARMY	05/05/2012	NO	YES	Review Required	YES	
YES	GovtEmp3	Derek	Lee	EDA Government Support Contractor	AIR FORCE	07/05/2011	YES	NO	Review Required	NO	

1 2

Comments:

The Account Information / Activation page will allow the EDA Administrator to search the users by these sortable fields. The results pages can be navigated at the bottom.
Note: EDA POC and Executive will only be able to see users under their C/S/A domains.

The 'Change All Status' and 'Send all to Archive' action buttons are displayed besides comments. Comments will be mandatory for activating users if their DD 2875 is in 'Review Required' status.

The user's information/special roles can be edited using 'Edit' action button. The status can be activated/deactivated using 'Change Status' action button. The user can be deleted using 'Send to Archive' action button.
Note: WAWF only deletes the users who have requested access but were never given it. All others will be archived.

UPDATE THIS SCREEN SHOT

GSC Contract Instrument Details

- Must enter contract expiration date.

First Name	Last Name	User Type	Command / Service / Agency	Registered	Comments?	Attachments?	DD 2875	Active?	Contract Number	Delivery Order	Contract Expiration Date	Actions
Justin	Chang	EDA Government Support Contractor	ACC	2014/01/03	YES	NO	Review Required	YES	SCR324PDSCONF		2015/01/31	A
Justin	Chang	EDA Government Support Contractor	Level 3	2014/01/03	NO	NO	Review Required	NO	SCR324PDSCONF			A S
DCMA	PMO	EDA Government Support Contractor	DCMA	2013/11/02	YES	NO	Review Required	YES	SPM7M213M2715		2014/11/01	A

Edit Contract

EDA Administration Console

User ID : EDIPI1410298500@EDA1111

EDA Administration Menu

- EDA Administration Home
- Account Information / Activation
- Government Support Contractor Request
- Reset Password
- Reset Certificate
- EDA POC Assignments
- Account Activation History
- EDA PMO Administration
- EDA C/S/A Administration
- Exit

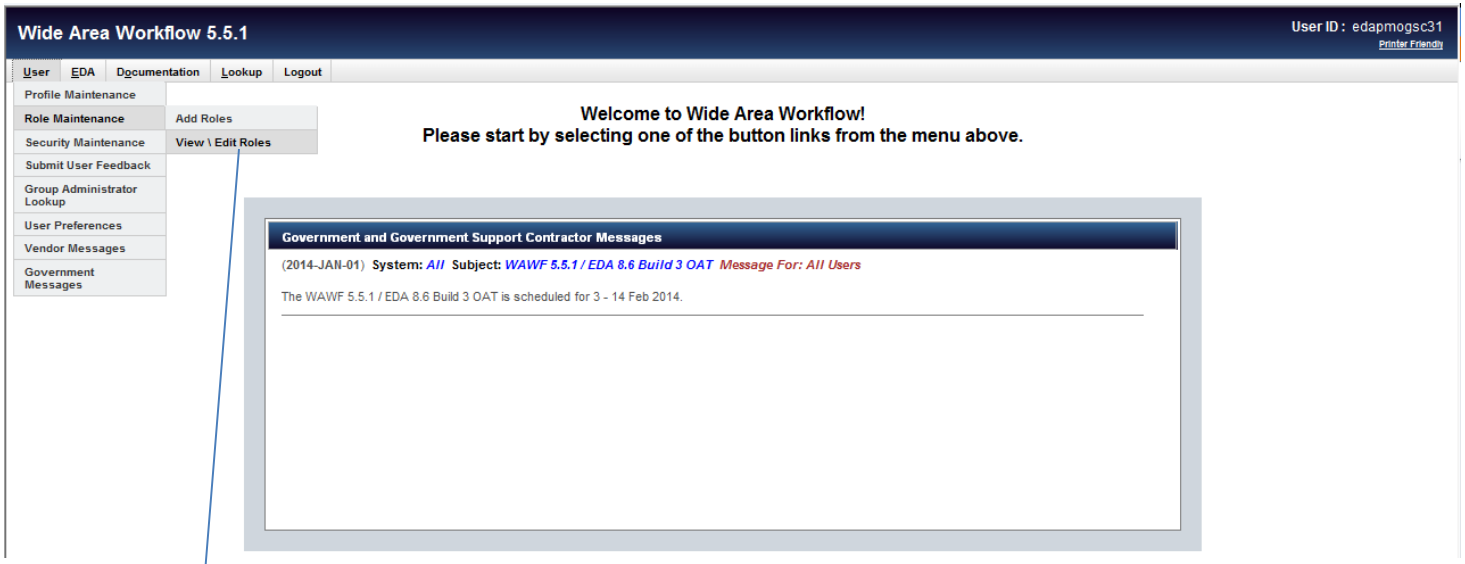
Edit Contract Instrument Details

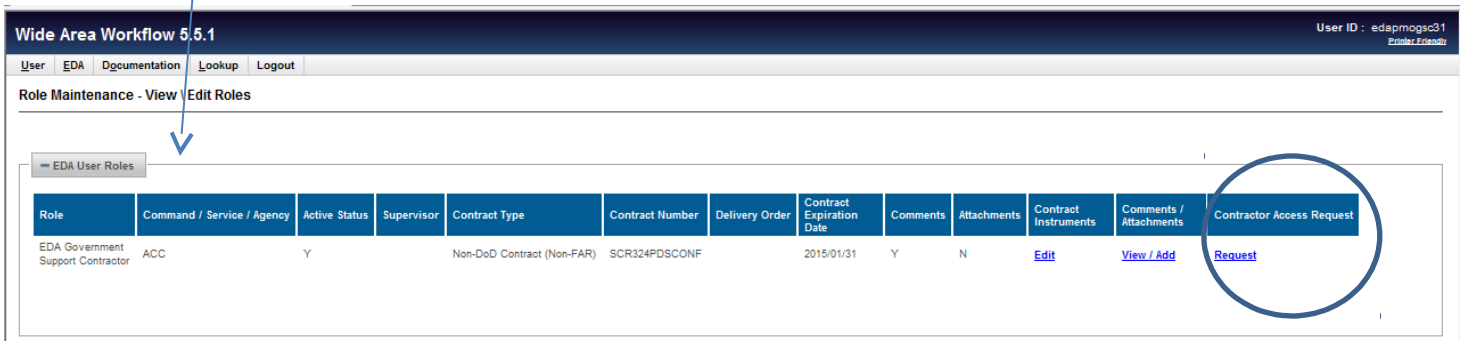
User Name: Justin Chang User ID: edapmogsc30 User Type: EDA Government Support Contractor CSA: Level 3

Contract Type	Contract Number	Delivery Order	Contract Expiration Date	Status	New Contract Expiration Date	Action
DoD Contract (Non-FAR)	SCR324PDSCONF			Awaiting Approval		- Select -

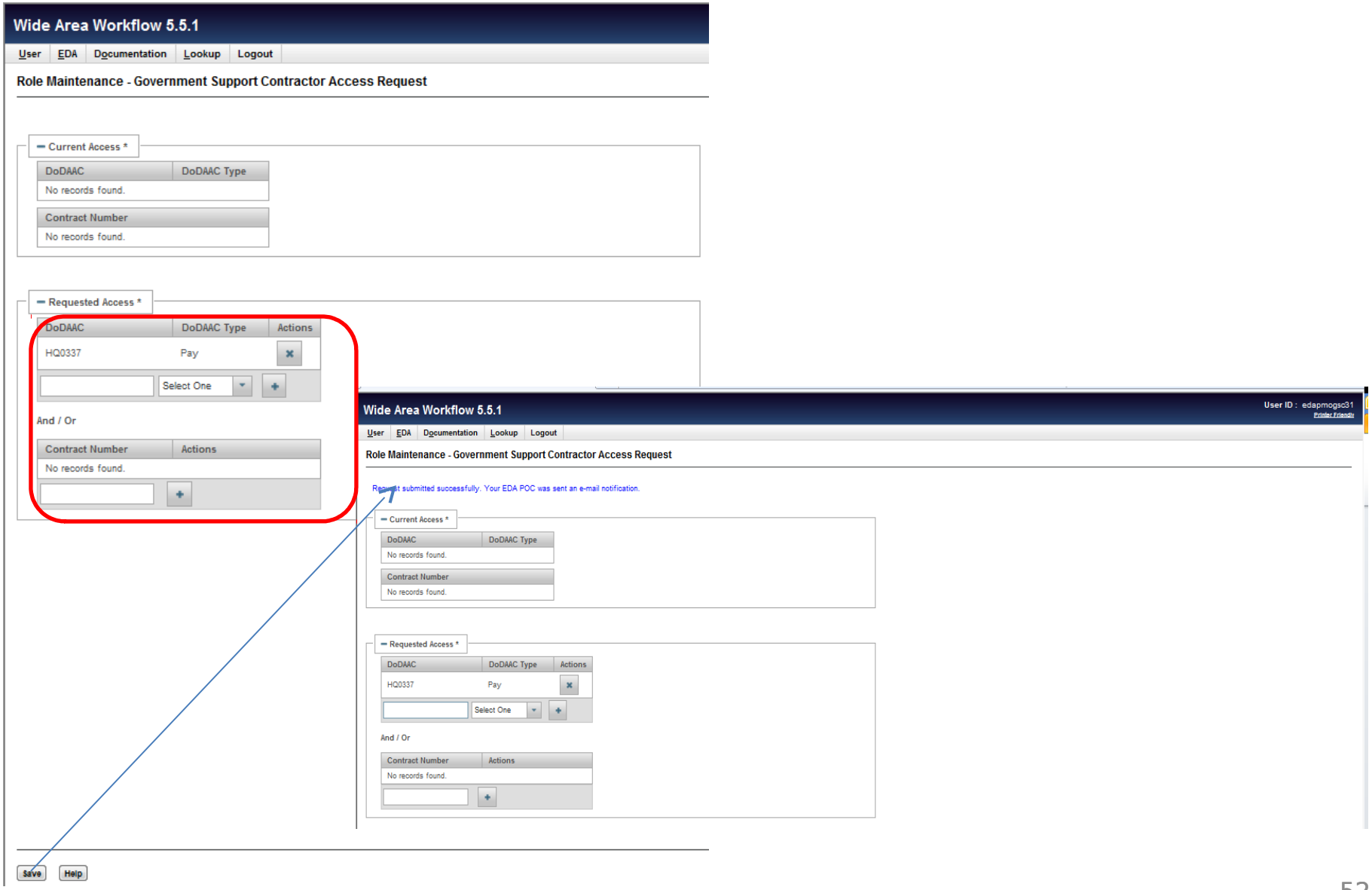
Submit Return

GSC Access Requests

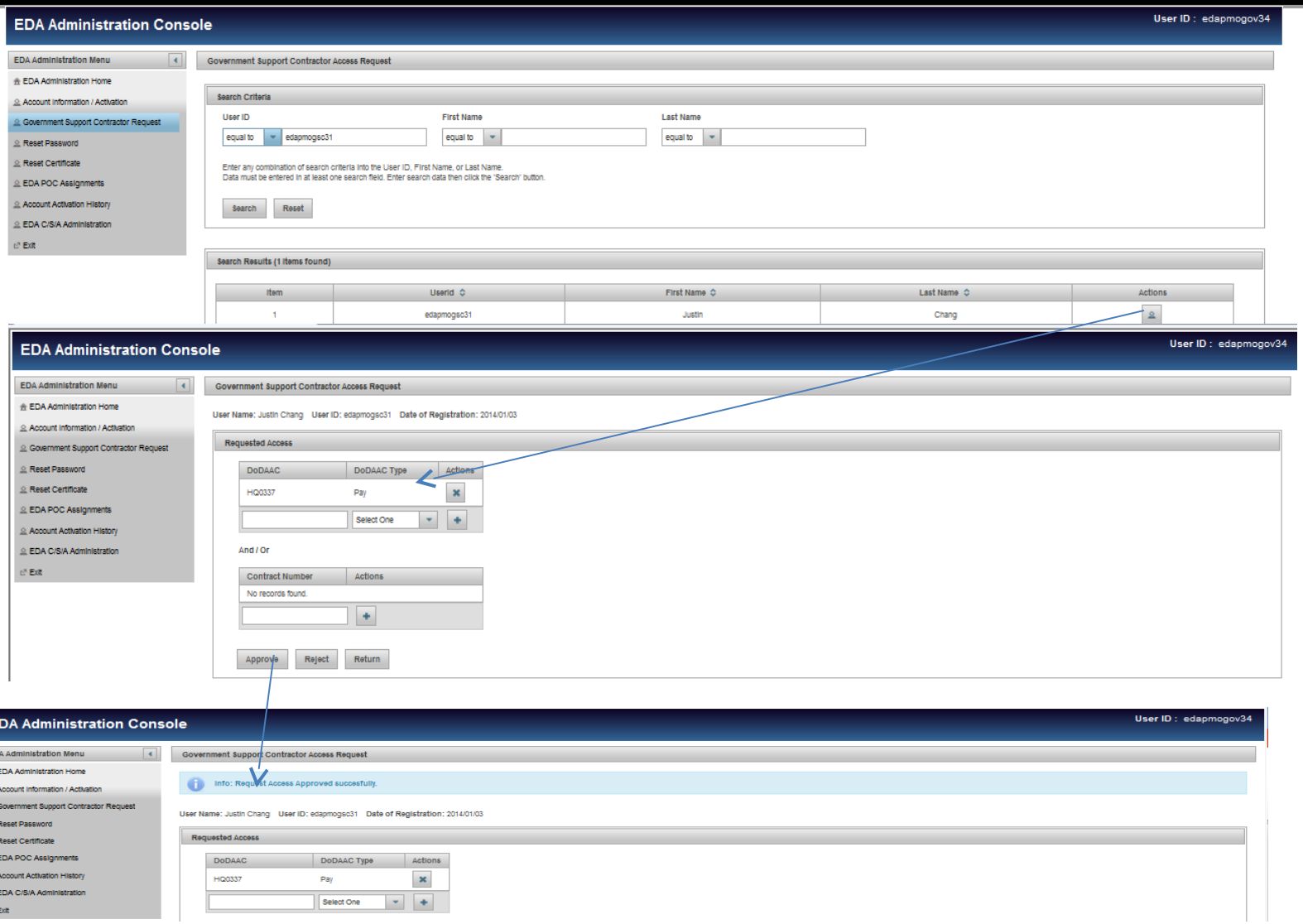




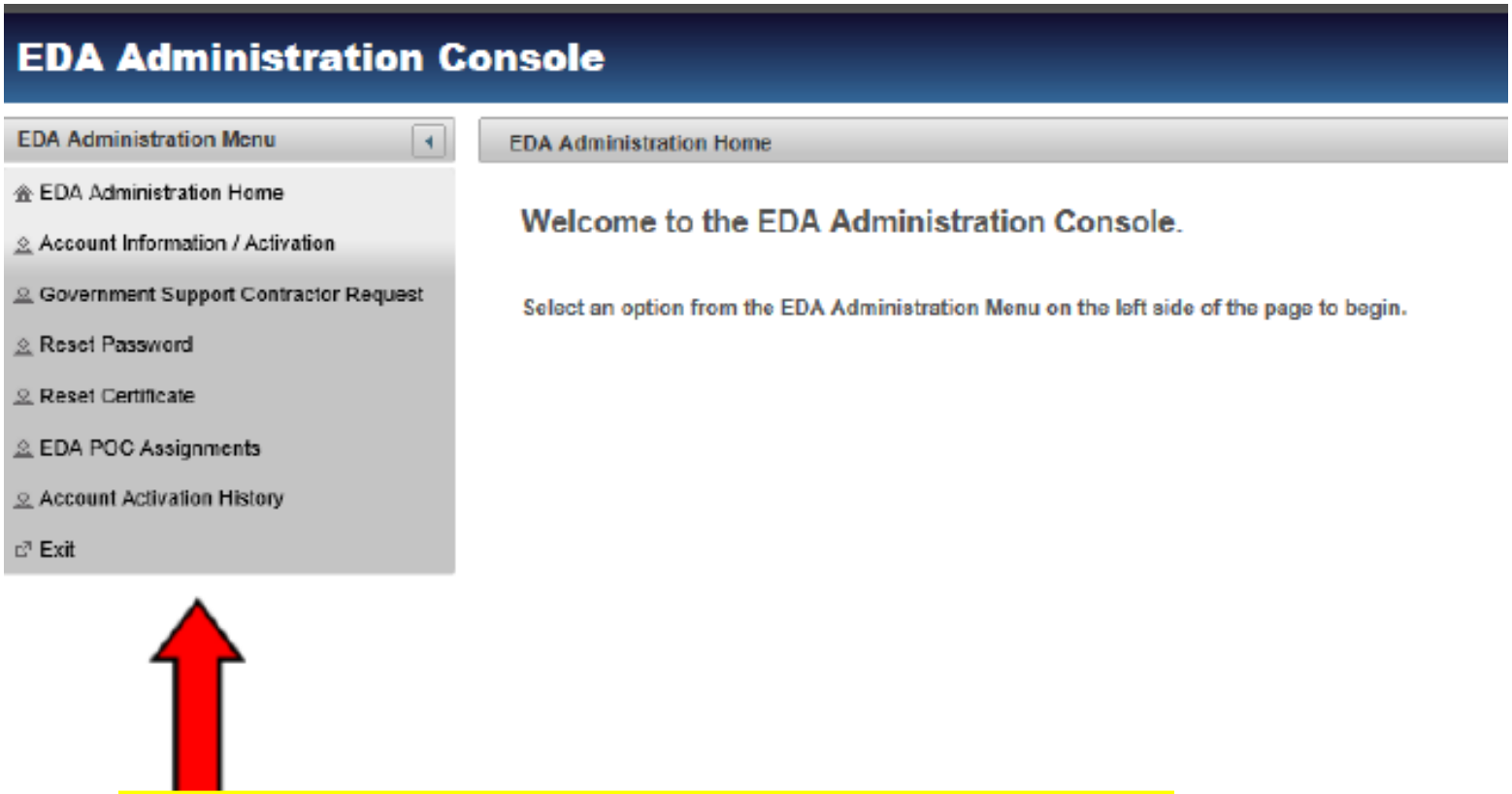
GSC Access Requests Cont'd



GSC Access Requests Cont'd

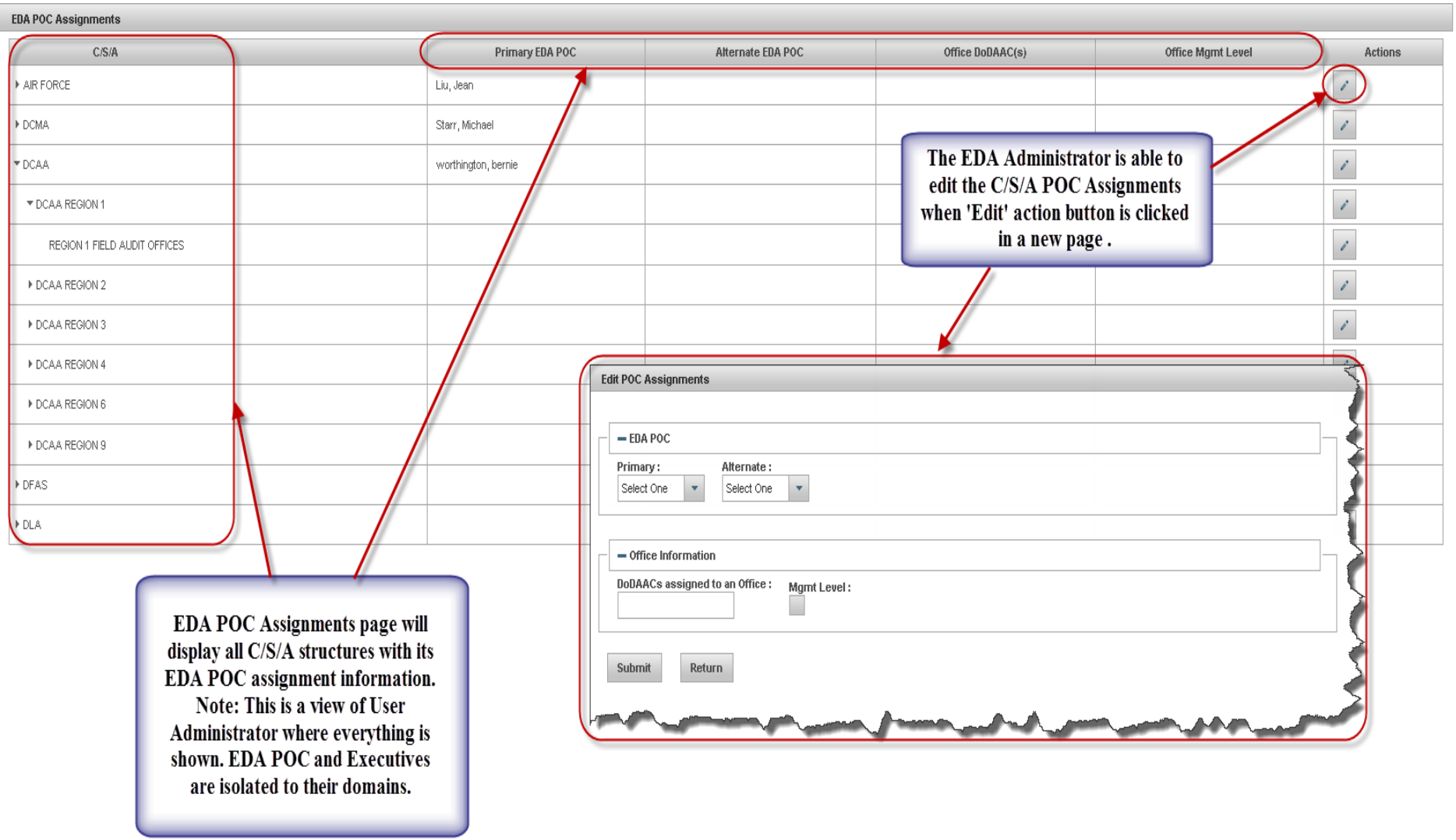


EDA POC Assignment



Click EDA POC Assignments

EDA POC Assignments



C/S/A Administration

- If a C/S/A is moved, all users underneath it will be moved as well, and will remain active. (Known Issue)

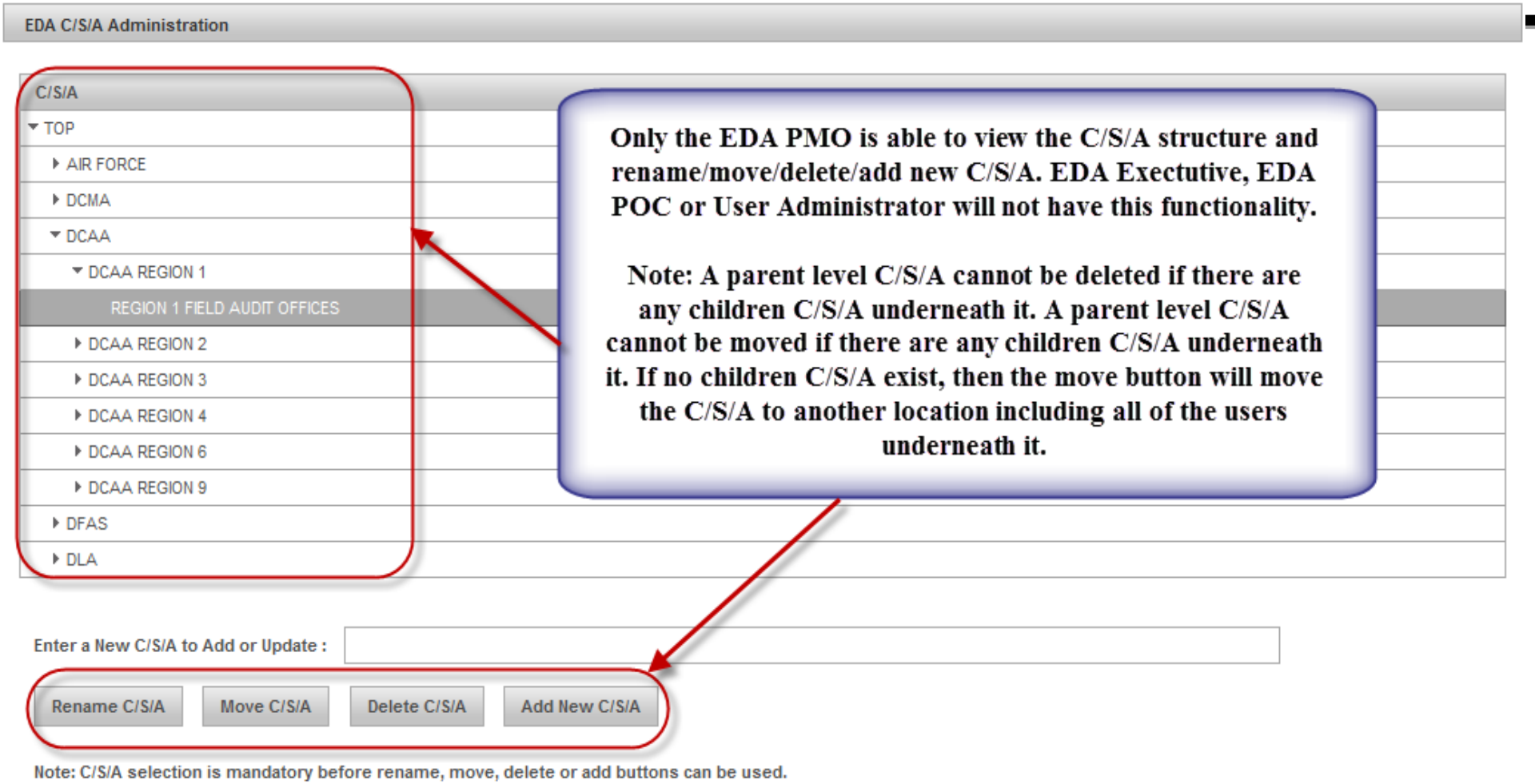
- EDA Executive/POC can move a user within his/her C/S/A domain.
  - If user is moved from one C/S/A to another, user will be deactivated.
  - Losing EDA POC, Gaining EDA POC and user will get notified.

- EDA Executive/EDA POC can archive a user, but if the user is a CDR POC, then it has to be assigned to someone else first.
  - If the user is not a CDR POC, but has a CDR role, a message will be given asking the user if they are sure they want to archive.

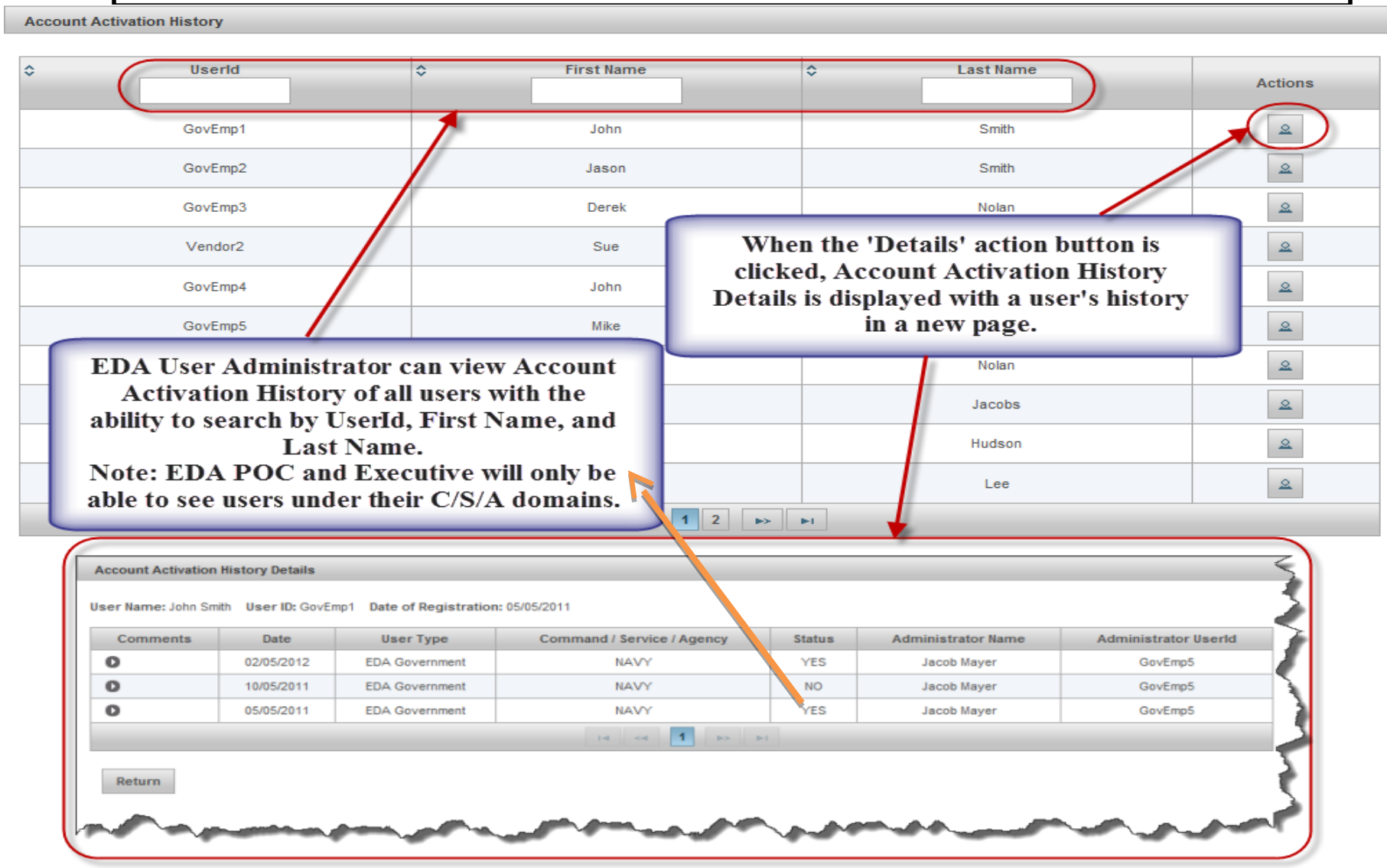
- An EDA POC user cannot be archived until they are removed from the EDA POC Assignments table.

- C/S/A cannot be deleted until all users and EDA POC and CDR POC are removed. (EDA POC/CDR POCs must be removed from the POC assignments table)

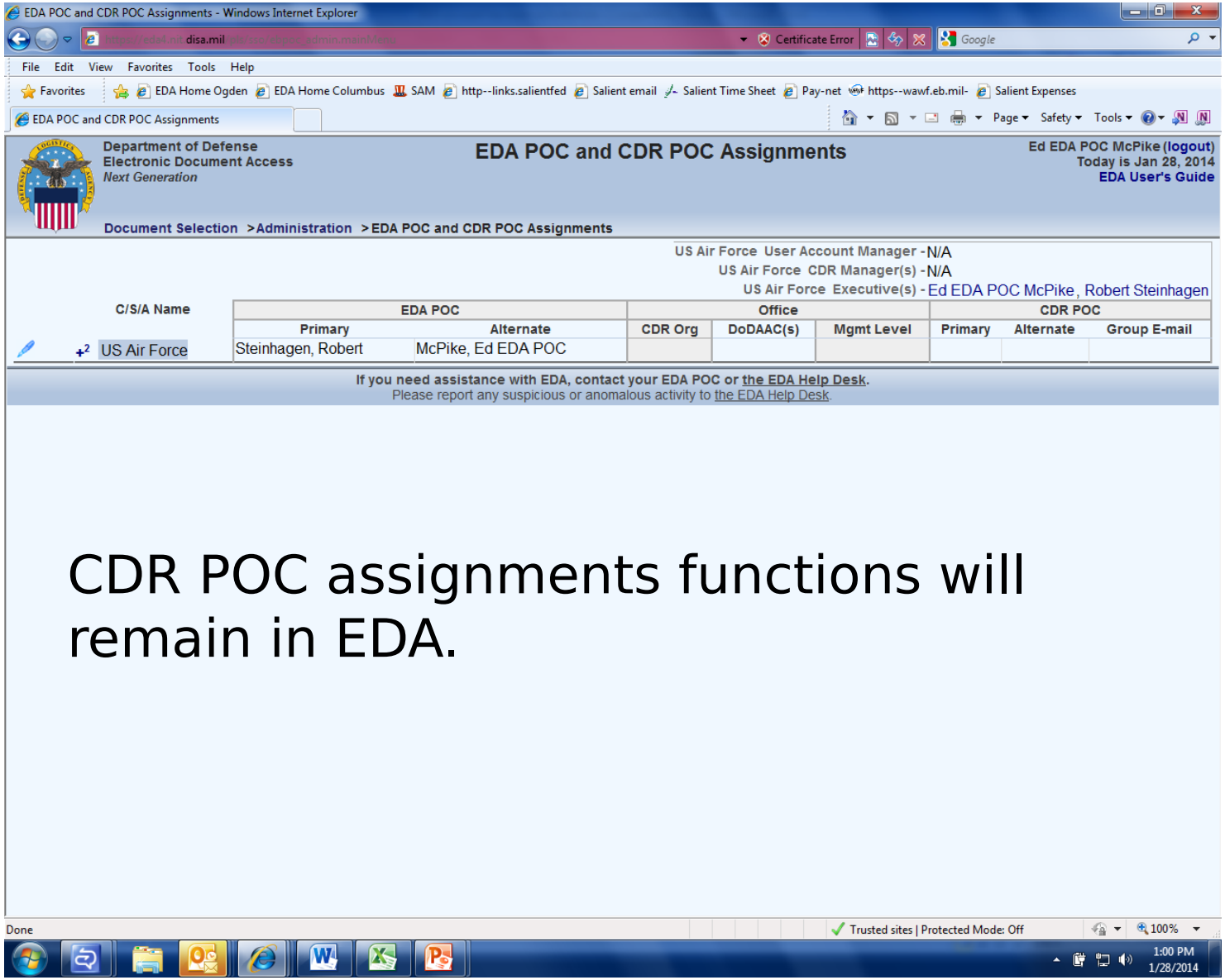
EDA Administration Console: EDA C/S/A Administration



Account Activation History



CDR POC Assignments



CDR POC assignments functions will remain in EDA.

EDM/EFR Access Request

EDA POC must request access for their users.

Need EDA screenshot assignment table

Q&A?

DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY